

Association of Anglican Musicians (AAM) Gerre Hancock Fellowship

Policies, Guidelines and Procedures for Fellows

Revised January 2016

I. Purpose

The goal of the program is to create full-time mentoring opportunities for promising young church musicians who demonstrate a strong interest in the music and worship of The Episcopal Church (TEC), in order that they may acquire practical experience through intense and intentionally formative, full-time Fellowships. The Episcopal Church institutions in which AAM Gerre Hancock Fellowships take place will possess music ministries that are dynamic and nationally known for excellence, where Fellows will receive constant guidance from mentors who are widely respected senior members of the church music profession.

II. Grant

AAM Gerre Hancock Fellowship Grants (henceforth Grants) will be made to qualified Mentoring Institutions for the purpose of helping them to employ and mentor a Fellow full-time for a period of ten months. The Grant will be paid directly to the Mentoring Institution, and the candidate who is selected as the Fellow will be an employee of the Mentoring Institution for the duration of the Grant.

AAM intends to make one Grant in the amount of \$10,000, to be paid in installments at a rate of \$1,000 per month. The Grant must be used solely for the Fellow's salary. The Mentoring Institution will commit *at least* to match AAM's salary grant. Depending on the cost of living in a particular city, the Mentoring Institution may see fit to provide additional salary and/or housing.

The Mentoring Institution will also have agreed to:

- A. Abide by The Episcopal Church's fair employment practices (including but not limited to withholding taxes, FICA, and contribution toward health insurance).
- B. Bear the cost of the Fellow's benefits, including health insurance and, where appropriate, housing. Neither the Grant nor the Mentoring Institution's matching salary grant may be used to underwrite the cost of benefits, nor may funds designated for salary be applied to the cost of housing, if housing is added to the Fellow's employment package.

In addition to the monthly grant, AAM will pay the Fellow's registration fee, and the Mentoring Institution will pay travel expenses for the Fellow to attend the annual Association of Anglican Musicians conference in the year concluding the Fellowship, provided the ten-month term has been fully served and the conference is held in the United States. If that year's AAM conference is held outside the United States, AAM and the Mentoring Institution will pay these expenses, respectively, for the Fellow to attend the next domestic AAM conference.

III. Fellow Applicant Eligibility Requirements

Fellowship applicants:

- A. Must demonstrate a deep interest in the worship and music of the Episcopal Church, and the genuine desire to devote themselves to a career in church music, potentially in the Episcopal Church.
- B. Must have completed a church-music-relevant college degree program not more than three years prior to the term of the Fellowship.
- C. Must be a highly skilled organist.
- D. Must have legal status to work in the United States of America.

Fellowship recipients:

- E. Understand that the AAM Gerre Hancock Fellowship is a non-renewable Fellowship for one ten-month period.
- F. May not accept additional employment during the period of the Fellowship without prior approval by the Mentoring Institution. Acceptance of non-approved or disallowed employment will result in the immediate cancellation of the Grant.
- G. Attend, upon successfully completing the Fellowship, and report to the annual AAM conference (if it is a domestic conference) in the year concluding the Fellowship, during which a written report to the AAM Board will be given and an exit interview conducted. If the AAM conference that year is not held in the 48 contiguous states of the United States, the Fellow should plan to attend the next domestic conference. (Travel and conference registration fees will be underwritten, respectively, by the Mentoring Institution and AAM.)
- H. May not list the award of an AAM Gerre Hancock Fellowship on their curriculum vitae unless and until the Fellowship is undertaken and successfully completed.

IV. Application Process and Deadlines

Application forms are available from the AAM website, www.anglicanmusicians.org.

- A. Applications will be accepted from prospective Fellow candidates according to the deadlines which will be published on AAM's website, www.anglicanmusicians.org. Deadlines *may* not be firm; please inquire at internship@anglicanmusicians.org prior to submitting a late application.
- B. Completed applications must be submitted electronically to internship@anglicanmusicians.org.
- C. Only fully completed applications will be eligible for consideration.
- D. The AAM Internship Committee and/or the Mentoring Institution may contact Fellow applicants to request additional information, interviews, and auditions.
- E. Working together, the AAM Internship Committee and/or the Mentoring Institution will narrow the field of applicants to three finalists. On-site interviews and auditions will be held at the discretion of the Mentoring Institution. When they have agreed upon the ordering of the three finalists (a Fellowship recipient, a first alternate, and a second alternate), their names will be submitted to the Board of AAM for confirmation.
- F. The Fellow selected, alternates, and all other applicants will then be informed of their status by the President of AAM or his/her appointee.

V. Grant Vetting and Administration

Grants will be administered by the AAM Internship Committee. The Internship Committee may vet grant and Fellowship applications as a Committee of the Whole or may appoint a sub-committee, as it deems expedient. The Internship Committee will be appointed by the President of AAM, who will participate in the Committee's work *ex officio*. The principal mentor(s) of the selected Mentoring Institution will be included in deliberations when reviewing Fellow applicants. The Mentoring Institution and the Internship Committee will consider all applications and make a recommendation to the AAM Board for confirmation and approval of all Grants. All approvals may be obtained by email. The Internship Committee and/or Mentoring Institution may seek additional information regarding Grant applications from prospective Fellows.

VI. Board Approval

Grants will be made by the AAM only with the approval of its Board of Directors. The AAM President will notify all grant applicants regarding approval or denial of a grant request.

VII. Contracts

Once the Mentoring Institution and the Fellow have been approved by the AAM Board, contracts will be issued to the Mentoring Institution and to the Fellow for signatures.

VIII. Presentation of Grant

Upon receipt of duly executed contracts, AAM will disburse the Grant on behalf of AAM and its Endowment Committee. The Grant will be paid to the selected Mentoring Institution in installments of \$1,000 per month for ten months, on or prior to the first day of the month, beginning in August of the program year for which the award has been made. These disbursements will be payable to the Mentoring Institution, to be applied by them to the Fellow's salary.

Failure to follow the policies and guidelines of the Grant, either by the Mentoring Institution or the Fellow, or failure of the Fellow to complete the Fellowship, will result in immediate termination of the Grant.
