

# Association of Anglican Musicians (AAM)

## Gerre Hancock Internship

### *Policies, Guidelines, and Procedures for Mentoring Institutions*

Updated October 2018

#### **I. Purpose**

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 Internships take place will possess music ministries that are dynamic and nationally known for excellence, where Interns will receive constant guidance from mentors who are widely respected senior members of the church music profession.

#### **II. The Grant**

AAM Gerre Hancock Internship Grants (henceforth Grants) will be made to qualified Mentoring Institutions for the purpose of helping them to employ and mentor an Intern full-time for a period of ten months.

- A. AAM intends to make one Grant in the amount of \$16,000, to be paid in installments at a rate of \$1,600 per month. The Grant must be used solely for the Intern's salary.

The Mentoring Institution must:

1. Abide by The Episcopal Church's fair employment practices (including but not limited to withholding taxes, FICA, contribution toward health insurance).
2. Commit *at least* to match AAM's salary grant. Beyond simply matching AAM's salary grant, in some cities it may be appropriate for the Mentoring Institution to provide additional compensation for housing, due to the cost of living in the host city.
3. Bear the cost of the Intern'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 Intern's employment package.

In addition to the monthly grant, AAM will:

- B. Consider requests, where appropriate, to underwrite up to \$5,000 of additional expenses related to the Intern's housing and health insurance.
- C. Reimburse up to \$2,500 for expenses related to interviewing the final Internship candidates, subject to the submission of legitimate receipts.
- D. Pay the Intern's registration fee to attend the annual Association of Anglican Musicians conference in the year concluding the Internship, 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 will pay the registration fee for the Intern to attend the next domestic AAM conference.

- E. Provide five nights' accommodation at the conference hotel of the annual summer conference.
- F. Provide up to \$300 to cover transportation costs to/from the annual summer conference.

### III. Mentoring Institution Eligibility Requirements

The Mentoring Institution:

- A. Must be formally affiliated with The Episcopal Church.
- B. Must possess a music ministry that is broad, dynamic, nationally recognized for excellence, and able to offer extraordinary and very considerable hands-on experience to a Fellow.
- C. Must be committed to mentoring an Intern actively and intentionally, not merely passively, and able to describe in detail the means by which the Mentor(s) will do so.
- D. Will agree to be the Intern's sole legal employer during the course of the Internship, and will, therefore, be responsible for administering the salary and all details related to the Intern's employment.
- E. Will ensure and demonstrate to AAM that the total salary and benefits package is ample for the Intern to live without need of any additional job for the duration of the Grant. (A need to work additional jobs to make ends meet could easily lessen the educational value of the Internship, if not defeat its purpose altogether.)
- F. Must give prior approval to, and agree to monitor, any additional employment the Intern may seek and accept during the term of the Internship. The Intern should not seek, and the Mentoring Institution should not approve, any job that does not develop skills beneficial to a successful career in music.
- G. Will participate in an exit interview with AAM designees at the conclusion of the Internship.

*Please note:*

Institutions which have been awarded Grants may reapply for additional Grants in subsequent years, but such renewals will not normally be granted in consecutive years.

### IV. Application Process and Deadlines

Application forms are available from the AAM website, [anglicanmusicians.org](http://anglicanmusicians.org).

- A. Prospective Mentoring Institutions are requested to submit applications according to the deadlines which will be published on AAM's website, [anglicanmusicians.org](http://anglicanmusicians.org). Deadlines *may* not be firm; please inquire at [internship@anglicanmusicians.org](mailto:internship@anglicanmusicians.org) prior to submitting a late application.
- B. Completed applications must be submitted electronically to [internship@anglicanmusicians.org](mailto:internship@anglicanmusicians.org).
- C. Only fully completed applications will be eligible for consideration.
- D. The AAM Internship Committee will review all eligible applications and will select and recommend a qualified Mentoring Institution for confirmation by the AAM Board. All applicants will be notified of their status as soon as possible after the Board confirms the award recipient and alternates. The selected Mentoring Institution will then be announced on the AAM website, [www.anglicanmusicians.org](http://www.anglicanmusicians.org).

## **V. Grant Vetting and Administration**

Grants will be administered by the AAM Internship Committee, which will consider all applications and make its recommendations to the AAM Board for confirmation and approval. All Internship Committee and Board approvals may be obtained by email. Members of the Internship Committee may seek additional information regarding Grant applications from would-be Mentoring Institutions and prospective Interns.

## **VI. Intern Selection Process**

The Mentoring Institution:

- A. Commits to take a considerable role in disseminating information about the Internship and to take an active role in the recruitment of suitable Intern applicants.
- B. Will take the lead in the interview, ordering and selection process for the Internship finalists, working with the AAM Internship Committee.
- C. May request additional information from Intern candidates, and may conduct interviews and auditions.

When the AAM Internship Committee and the Mentoring Institution have agreed upon the ordering of three finalists (an Intern ship recipient, a first alternate, and a second alternate), their names will be submitted to the AAM Board for confirmation.

The Intern selected, alternates, and all other applicants will then be informed of their status by the President of AAM or his/her appointee. Should the selected Mentoring Institution refuse to accept any of the Intern candidates, AAM reserves the right to withdraw the award and select an alternate Mentoring Institution.

## **VII. AAM Board Approval**

Grants will be made by the Association of Anglican Musician 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.

## **VIII. Contracts**

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

## **IX. Presentation and Payment of Grant**

Upon receipt of duly executed contracts, AAM will disburse the Grant. The Grant will be paid to the selected Mentoring Institution in installments of \$1,600 per month for ten months, 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 Intern's salary or, where additional monies have been approved, to their respective uses.

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

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