



ASSOCIATION OF ANGLICAN MUSICIANS

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Gerre Hancock Internship

Policies, Guidelines, and Procedures for Mentoring Institutions

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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, in order that they may acquire practical experience through intense and intentionally formative, full-time internships. The Episcopal Church institution in which the Association of Anglican Musicians (AAM) Gerre Hancock Internship takes place will possess a music ministry that consistently demonstrates a commitment to excellence, where Interns will receive constant guidance from mentors who are respected members of the church music profession.

II. The Grant

The AAM Gerre Hancock Internship Grant (henceforth Grant) will be made to a qualified Mentoring Institution for the purpose of helping them to employ and mentor an Intern full-time for a period of ten (10) months.

- A. AAM intends to make one Grant in the amount of \$20,000, to be paid in installments at a rate of \$2,000 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. Make a commitment to match or exceed AAM's salary Grant.
3. Provide benefits to the Intern, including health insurance, in parity with other full-time lay employees within the Mentoring Institution. Neither the Grant nor the Mentoring Institution's matching salary grant may be used to underwrite the cost of benefits.
4. Provide housing to the Intern. Housing must be safe, private, and within a reasonable commuting distance from the Mentoring Institution.

In addition to the monthly Grant, AAM will:

- B. Underwrite an additional \$7,500 (paid directly to the Mentoring Institution) for costs related to the Intern's benefits and/or housing.
- C. Reimburse up to \$3,000 for expenses related to interviewing the final Internship candidates, subject to the submission of legitimate receipts for travel, lodging, and meals.
- D. Provide an invitation to play a recital, complimentary registration, up to six nights' accommodation at the Conference hotel, and up to \$500 to cover transportation costs to attend the annual AAM 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 expenses listed above for the Intern to attend the next domestic AAM Conference.

- E. Provide a \$300 travel subsidy (paid directly to the Intern) to play the AAM Gerre Hancock Intern Recital, hosted each January at Saint Thomas Church Fifth Avenue, New York, NY.
- F. Provide a waiver for any AAM membership dues owed by the Intern during the Internship year. If the Intern isn't already an AAM member, the membership application fee will be waived.

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, and is able to offer extraordinary and very considerable hands-on experience to an Intern.
- 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. The need for external employment would lessen the 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 the Grant may reapply for an additional Grant in subsequent years, but such renewals will not normally be awarded in consecutive years.

IV. Application Process and Deadlines

- A. Prospective Mentoring Institutions must submit applications online according to the deadlines which will be published on AAM's website, anglicanmusicians.org/internship. Deadlines *may* not be firm; please inquire at internship@anglicanmusicians.org prior to submitting a late application.
- B. Only fully completed applications will be eligible for consideration.
- C. 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.

V. Grant Vetting and Administration

The Grant 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. The selected Mentoring Institution must accept, in writing, the terms of the Grant. After acceptance, AAM will coordinate a public announcement and press release with the Mentoring Institution on a mutually agreed upon date.

VI. Intern Selection Process

The AAM Internship Committee advertises, posts, accepts, and reviews applications and recommends finalists to the Mentoring Institution.

The Mentoring Institution:

- A. Commits to taking a considerable role in the dissemination of Internship information and recruitment of suitable applicants.
- B. Will take the lead in the interview 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 an Internship recipient, their name will be submitted to the AAM Board for approval. The Grant will be made by AAM only with the approval of its Board of Directors.

The Internship recipient will then be offered the position by the Mentoring Institution and a Letter of Agreement shall be signed directly between the Intern and the Mentoring Institution. 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.

After a Letter of Agreement has been executed, AAM will coordinate a public announcement and press release with the Mentoring Institution and the Intern on a mutually agreed upon date.

VII. Presentation and Payment of the Grant

The Grant will be paid to the selected Mentoring Institution in installments of \$2,750 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 to the Intern's salary and benefits as specified above.

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.