

# Association of Anglican Musicians (AAM) Gerre Hancock Internship

## *Policies, Guidelines, and Procedures for Interns*

Revised September 2019

### 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 Internships. 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. 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. The Grant will be paid directly to the Mentoring Institution, and the candidate who is selected as the Intern will be an employee of the Mentoring Institution for the duration of the Grant. AAM intends to make one Grant in the amount of \$17,000, to be paid in installments at a rate of \$1,700 per month.

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 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 pay the registration fee, five nights' hotel, and up to \$300 for travel for the Intern 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 these expenses for the Intern to attend the next domestic AAM conference.

### III. Intern Applicant Eligibility Requirement

Internship 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 Internship.

- C. Must be a highly skilled organist.
- D. Must have legal status to work in the United States of America.

Internship recipients:

- E. Understand that the AAM Gerre Hancock Internship is a non-renewable Internship for one ten-month period.
- F. May not accept additional employment during the period of the Internship without prior approval by the Mentoring Institution. Acceptance of non-approved or disallowed employment will result in the immediate cancellation of the Grant.
- G. Conference registration and hotel accommodations will be complimentary, and up to \$300 will be provided for travel, upon receiving receipts.
- H. May not list the award of an AAM Gerre Hancock Internship on their curriculum vitae unless and until the Internship is undertaken and successfully completed.

#### IV. Application Process and Deadlines

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

- A. Applications will be accepted from prospective Intern candidates according to the deadlines which will be published on AAM's website, *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 Intern 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 (an Internship recipient, a first alternate, and a second alternate), their names will be submitted to the Board of AAM for confirmation.
- F. The Intern selected, alternates, and all other applicants will then be informed of their status by the President of AAM or his/her appointee.

#### VI. Grant Vetting and Administration

Grants will be administered by the AAM Internship Committee. The Internship Committee may vet grant and Internship 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 Intern 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 Interns.

## VII. 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.

## 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 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 \$1,700 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 Intern's salary.

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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