



## **The Church of the Assumption of the Blessed Virgin Mary Wedding Guidelines**

We rejoice with you in the news of your forthcoming marriage and in your wish to have that marriage blessed at Assumption Church. We will assist you in making this one of the most beautiful and joyous events of your life. Since the Celebration and Blessing of a Marriage is first and foremost a Sacrament and an act of Christian worship, our aim on this happy occasion is to enable you to plan a service representative of your new life centered on Christ and his love.

Contained in these pages are the guidelines that we request all Priests, Deacons and lay people follow as the wedding planning commences and is conducted in this parish, a schedule of the fees appropriate to your wedding, and a list of personnel who are able to help you with any questions you may have along the way.

With cooperation from all parties, we look forward to planning a worship service that will glorify God and enrich the bond between the intended bride and groom.

### **PARISH STAFF READY TO HELP YOU**

**Mrs. Karen Pagan, Wedding Coordinator**

615-730-2987

[assumptionweddings@gmail.com](mailto:assumptionweddings@gmail.com)

**Mrs. Albennia Ladieu, Organist**

615-876-2779 home

**Mrs. Jerilyn Rost, Office Manager**

615-256-2729

[jrost@assumptionchurchnashville.org](mailto:jrost@assumptionchurchnashville.org)

**Father William Fitzgerald O.Praem, Parish Administrator**

615-256-2729

[fr.william@assumptionchurchnashville.org](mailto:fr.william@assumptionchurchnashville.org)

### **Church address to mail documents and payments:**

1227 7<sup>th</sup> Avenue North

Nashville, Tennessee 37208



### FEES AND DEPOSITS:

The deposit to secure your date is ¼ of rental price. This **non-refundable but transferrable** down payment will be applied to your balance due at the time of your event.

\$250 security deposit is required for all events, due at the time of occupancy. This fee is refundable given condition of the space at the end of your event.

Pricing	
Church of the Assumption	\$2000 plus security deposit
Father Bernard Niedergeses Hall (6 hour rental)	\$1750 plus security deposit \$500 each additional ½ hour \$500 use of garden or yard area
Buddeke House at Church of the Assumption	\$2500 plus security deposit Saturdays \$1750 plus security deposit Friday and Sundays Weekday event charge \$10 per person \$350
Church/Fr. Bernard Hall	\$3000 plus security deposit
Church/Buddeke House at Church of the Assumption	\$3500 Fridays and Sundays \$4500 Saturdays Weekday event charge \$10 per person up to \$350
Wedding services <u>included in price:</u>	
Rehearsal	\$0
Bride Room	\$0
Organist service fee	\$400
Parish Wedding Coordinator	\$350

**Members of Church of the Assumption Parish who are active and who have been registered as parishioners for at least 18 months prior to their wedding date should contact the Wedding Coordinator to discuss their fees.**



## **MARRIAGE PREPARATION**

It is a requirement of the Catholic Church and of the Diocese of Nashville that an appropriate program of marriage preparation must be completed before the wedding. Couples should see their proper Pastor about Marriage Preparation. The Priest or deacon who celebrates the wedding will ensure that the intended couple is adequately prepared for the Sacrament of Matrimony. Their proper Pastor or the Priest/Deacon officiating at the Marriage may prepare the couple himself, or he may refer them to a Catholic Church approved marriage preparation program, either in the Diocese of Nashville or another diocese.

\*The Diocese of Nashville offers a day-long Engaged Couples' Retreat for preparation. Information is available at <http://www.dioceseofnashville.com/engaged-couples-retreat>.

\*The Church of St. Mary of the Seven Sorrows also offers a weekend-long Three to Get Married Retreat. Information is available at <http://stmarysdowntown.org/three-to-get-married-retreat>.

## **PRIEST/DEACON COORDINATION OF DOCUMENTATION**

If either the bride or groom has a previous marriage, the Priest or Deacon will inform you as to the additional documentation required.

### **Bride/Groom responsibilities:**

A Catholic preparing for marriage must obtain a recent copy of his/her baptism certificate from the church in which s/he was baptized. The certificate must not be more than 6 months old on the day of the wedding. Baptized non-Catholics must also provide documentation of their baptism. Baptism certificates must be supplied to the officiating Priest or deacon.

The bride and groom must obtain a civil marriage license. Marriage licenses are valid for only thirty days; therefore the marriage license must be obtained not more than thirty days prior to the day of the wedding. The marriage license must be delivered to the officiating Priest at the time of the rehearsal. For weddings that will take place in Tennessee, marriage licenses may be purchased at the Office of the County Clerk in any county in the state of Tennessee. The Davidson County Clerk may be reached at: [nashvilleclerk.com/living/marriage-license/](http://nashvilleclerk.com/living/marriage-license/) or at 615-862-6256.



### **Priest/Deacon responsibilities:**

The Priest or Deacon who will witness your marriage is responsible for providing all required documents related to the marriage to the Assumption Church Wedding Coordinator at least one month prior to the intended wedding date. It is customary to offer a stole fee to the Priest or Deacon who officiates the wedding.

## **THE RITE OF MARRIAGE**

If both bride and groom are Catholic, a Nuptial Mass is encouraged. Throughout the centuries, brides and grooms have begun their married life together by offering that life in the context of Holy Mass, strengthened and nourished by the Sacrament of the Altar to meet the challenges and demands that lie ahead. A marriage ceremony that includes Mass usually takes approximately one hour. If either the bride or groom is not Catholic, frequently there is no Mass. A marriage ceremony without Mass usually takes thirty-five to forty minutes.

## **GUEST CLERGY**

Only Roman Catholic clergy in good standing may witness a marriage or celebrate the Holy Sacrifice of the Mass at Church of the Assumption. Catholic clergy from outside the Diocese of Nashville must provide suitable documentation as a Priest in good standing and submit a request in writing to the Pastor of the Church of the Assumption that they would like to witness a marriage.

Ministers from non-Catholic denominations or religions may participate as guest ministers in a Roman Catholic wedding. The Gospel must be read and the sermon preached by the Catholic Priest or Deacon. The vows must be received by him as well. Non-Catholic guest ministers may lead other prayers and participate in other ways. Please contact your Priest or Deacon for details.



## MUSIC

CD's and recorded music are not permissible. The use of an electronic keyboard or piano is also not permitted.

Mrs. Albennia Ladieu is the Organist at the Church of the Assumption. Only the church Organist or her designee is authorized to play the historic 1895 Johnson & Son pipe organ. Please consult with the Organist no later than eight weeks before the wedding to select music and to coordinate with any other players you may choose to perform at the wedding. If the bridal couple wishes to include additional instrumentalists or vocalists, the Organist will discuss these arrangements with you. You may choose not to use our Organist to play at your wedding, and you may hire other classically trained musicians instead. In that case, all selections to be played in the church must be submitted to the Wedding Coordinator for approval at least three weeks prior to the wedding.

The Organist has a repertoire of beautiful classical, sacred, and liturgical music from which to help you choose. The fee for performance by the organist is \$400.00, which is *INCLUDED* in your pricing. The use of additional instrumentalists and/or vocalists may necessitate additional fees.

Since a wedding is a sacrament and an act of worship, only liturgical, sacred, or classical music is to be chosen, and all selections must be appropriate to the solemnity of the occasion. Sentimental favorites, popular or secular bestsellers, and movie- or Broadway-related selections are not acceptable. These pieces are best saved for the wedding reception where they can be enjoyed in a more appropriate context. Please do not request exceptions to this policy. Music may begin no earlier than 30 minutes prior to the beginning of the ceremony.

## UNITY CANDLES

The Rite of Marriage in the Catholic Church does not include the use of so-called "unity candles" during the marriage ceremony. There is no exception to this policy at Church of the Assumption.



## **FLOWERS AND DECORATION**

Floral arrangements on the high altar and decorative flowers temporarily attached to the end of the pews are permitted. Florists may be engaged to provide flowers. They must arrive no more than two hours prior to the start of the wedding. The Parish Office is not generally open on the day of the wedding to receive shipments of flowers.

Altar floral arrangements used for the wedding are customarily left at the Church for Holy Mass the following day. If you plan on removing the flowers after the wedding, please notify the Wedding Coordinator in advance.

Please have your florist consult with the Wedding Coordinator at least 30 days prior to your wedding about the time of day to decorate for your wedding. This will avoid conflicts with any Assumption ceremonies. The florist must prepare all flower arrangements before they are brought into Assumption Church. Keeping in mind the historic nature of Assumption Church, the florist must provide adequate protection for the hardwood floor, rugs, and altar. Greenery should be placed in containers. Ferns or other greenery that will shed on the carpet or floors are not allowed. Only candles in the Church candelabras are allowed. Pew markers should be carefully fastened with ribbon so as not to damage the wooden pews. No rice, seeds, confetti, flower petals or similar items are to be thrown or scattered anywhere in the Church or outside on the premises, before, during, or after the wedding. The florist is asked to leave the Church as neat as it was found. Florists must remove all equipment within one hour after the ceremony concludes.

## **PHOTOGRAPHY**

To ensure the solemnity of the Rite of Marriage, it is important to follow these guidelines:

1. Pictures may be taken in the church during the wedding ceremony **PROVIDED THAT:** 1) no flash or other artificial light is used during the ceremony, 2) no photographers or photographers' equipment is introduced into the sanctuary area (not allowed inside communion rail), and 3) photographers and photographers' equipment are kept inconspicuous in the nave or the loft.



2. Video recording of your wedding may be made PROVIDED THAT videographers observe the guidelines stated in #1 above, especially: 1) there is no intrusion inside the communion rail. 2) Videographers and their equipment are kept inconspicuous.
3. No church furniture or appointments are to be moved by the photographer, florist or member of the wedding party.
4. All photography taken on Assumption properties that are found online may be used by the Church for website and social media use, giving credit to the photographer. It is the responsibility of the couple to provide a copy of these guidelines to their photographer/videographer.

## **THE WEDDING REHEARSAL**

The rehearsal is normally held on the day before the wedding. A typical wedding rehearsal takes about one hour. If there is to be a rehearsal dinner, it should be scheduled not less than one and one-half hours after the hour set for the rehearsal. Any rehearsals scheduled to start in the late afternoon must be completed by 5:30 p.m. so that the regularly scheduled Confessions at 5:30 p.m. may be heard and to allow time for preparations for the 6 p.m. Mass in the church.

All who attend the rehearsals are asked to observe proper etiquette and reverent behavior in the church. Please keep your voices down out of respect for the Blessed Sacrament of the Altar and to preserve the quiet of the sacred space.

## **ALCOHOL AND INTOXICATION**

No alcoholic beverages of any kind may be consumed on church property before the wedding. Any degree of intoxication by the bride or groom at the wedding creates a serious impediment to sacramental marriage.



## **PROFESSIONAL WEDDING CONSULTANTS AND YOUR PREPARATION**

Couples may use professional wedding planners to assist them in organizing aspects of their wedding. The Catholic Church teaches that marriage involves far more than the event of the wedding itself, and that the bride and the groom are the ministers of the Sacrament of Marriage. Therefore, while a professional planner may assist with the details, it is important that the couple themselves plan the wedding liturgy together with their Priest or Deacon.

On the day of the rehearsal and the wedding day itself, wedding planners may assist in the bride room and with peripheral concerns such as dresses, flowers, pictures, etc. The management of the wedding rehearsal in the church and of the wedding liturgy in the church on the marriage day is solely the concern of the presiding Priest or Deacon assisted if necessary by the Assumption Parish Wedding Coordinators, not by the professional wedding planners.

The presiding Priest or Deacon will lead both the wedding rehearsal and the wedding ceremony. Professional planners may be present and offer suggestions under the direction of the Priest or Deacon working in conjunction with the Assumption Parish Wedding Coordinator.

## **THE DAY OF THE WEDDING**

### **Arrival Time**

Members of the wedding party may arrive at the Church two (2) hours before the scheduled time of the wedding. The groom, groomsmen and ushers should arrive dressed and ready.

### **The Buddeke House at Church of the Assumption**

The Bride and her retinue may use the bride room in the Buddeke House for dressing prior to the wedding. This room is *INCLUDED* in your pricing. You may arrive 2 hours prior to the schedule time of the wedding. All personal effects should be removed in one hour after the end of the wedding.

### **Security**

Assumption Church is not responsible for the security of vehicles or personal articles. Please lock cars, and do not leave personal articles or gifts unattended.



## RECEPTIONS AND REHEARSAL DINNERS

Father Bernard Hall, located beside the courtyard that adjoins the Church, is available for rehearsal dinners and wedding receptions. It seats approximately up to 100 people. Father Bernard Hall is approximately 47 feet long by 30 feet wide.

The ballroom on the upper floor of the Buddeke House may also be used for rehearsal dinners and wedding receptions. The ballroom is approximately 51 feet long by 43 feet wide and accommodates 150+, based on the arrangement of tables and chairs.

The Hall and the Buddeke House will be cleaned and ready when you reserve these spaces for your wedding events. Please make sure your caterer knows that they are responsible for leaving the buildings in the same condition that they found them. Limited kitchen facilities, banquet tables and chairs are available in Father Bernard Hall. These amenities are not available in the Buddeke House. Your caterer must furnish dishes, glassware, silver, tablecloths and other appointments. Anything rented must be removed immediately after the reception.

Beer, champagne and wine are permitted. Hard liquor may only be served, according to state law, if an ABC licensed bartender serves. When alcohol is served, food must be provided, and non-alcoholic beverages must be offered.

Please see the section of these guidelines on **Fees** for the rental fees associated with Father Bernard Hall and the Buddeke House at Church of the Assumption.