



WEDDINGS:

Policies and Guidelines for the Betrothed

Welcome to the Church of the Assumption. We are humbled and delighted that you are interested in us as a venue for this holy sacrament. On the following pages, you will find an overview of our Wedding Policy. We look forward to working with you to ensure the success of your wedding.

- Church of the Assumption



The Church of the Assumption of the Blessed Virgin Mary

SECTION I: OVERVIEW AND LEGAL

OVERVIEW - JURISDICTION & AVAILABILITY

The historical Church of the Assumption (“Assumption” or “The Church”) has a unique dual-mission within the Diocese of Nashville serving both as (i) the home of the Traditional Latin Mass Community for those persons who reside within the confines of the Diocese of Nashville as established by Bishop Choby and Bishop Spalding and (ii) the territorial parish for Catholics who reside within parish boundaries¹. Catholics within the Diocese who are members of either of the preceding communities (“Covered Persons”) have a right to receive the sacraments at the Church of the Assumption, in particular the sacraments of matrimony and baptism.

The Church is open for weddings on Fridays or Saturdays at such times as designated by the Pastor and subject to liturgical law and other parish commitments. No weddings may be scheduled during the following dates (so-called “Blackout Date”) which include but are not limited to (i) Any second Saturday, (ii) Thanksgiving Week, (lii) The week after Christmas through January 3rd, and (iv) the week following Easter. Rehearsals are to occur on the day before the wedding.

The following policies are non-negotiable and must be agreed to in writing by both the bride and groom prior to finalizing your booking.

LEGAL REQUIREMENTS & DISCLAIMER

The Civil Government also has requirements concerning your wedding. You must obtain a marriage license yourself from the County Clerk’s Office. The license is valid for thirty (30) days from the date of issuance. You must bring the license to the wedding rehearsal and give it to the priest or deacon conducting the ceremony. The minister will not proceed with the wedding under any circumstances without having the civil license in hand. These requirements noted are outside the control of the Church of the Assumption and are subject to change. Please consult with the Wedding Coordinator and the County Clerk’s Office for current requirements.

If viewed online or received and viewed by any other means other than an in-person meeting in accordance with the initial meeting as outlined in the General Policies as out provided for herein, this document shall be deemed illustrative only and as accurate as-of the date shown: At the initial meeting you will receive the most up-to-date policies and review any other policies or requirements that may be in effect on such date.

¹ Assumption’s parish boundaries encompass the Germantown, Salemtown, Buena Vista, and Metro Center neighborhoods in North Nashville.

SECTION II: GENERAL POLICIES

The following policies shall apply to all Weddings at The Church:

1. **Point of Contact:** Mrs. Karen Pagen (the “Wedding Coordinator”) is the sole point of contact regarding weddings. The church office is *not* a point of contact, should not be contacted, and any caller thereto should assume that such calls will not be logged or communicated to the Wedding Coordinator.
2. **Contact Protocol:** The Couple is to contact the Church of the Assumption at least one month prior to the desired date for the proposed wedding. The Wedding Coordinator will arrange for an initial meeting during which the Couple will answer a pre-nuptial questionnaire to ascertain if there are any impediments to marriage.
3. **Wedding Preparations:** As subject to the outcome of the prenuptial questionnaire.
4. **The Wedding Ceremony:** All ceremonies are at the discretion of the Pastor of the Church of the Assumption (“Pastor”) in consultation with the presiding minister. The following rules govern weddings at the Church of the Assumption:
 - a. **Ceremony Designation:** Weddings for Covered Persons typically include both vows and a nuptial mass while those for Non-Covered persons are typically conducted vows-only with a nuptial mass conducted in the discretion of the Pastor.
 - b. **Deacons & Pastors (“Officiants”):** The Church of the Assumption shall provide its own officiants. Per Canon Law, Catholics are to be married in the parish church of one of the spouses and by the pastor of that church. Therefore, officiants of other churches are *not* to be asked to officiate at weddings at the Church of the Assumption but instead witness marriages in their own parish.²
 - c. **Music:** Dr. Nancy Sutton, Director of Sacred Music and Mrs. Albennia Ladieu, the Parish Organist of the Church of the Assumption have final say regarding all music used at weddings at the Church of the Assumption. No musicians, including vocalists, may be scheduled for weddings without the approval of the Director of Sacred Music or the Parish Organist.
 - d. **Servers:** It is not the custom for girls to serve at the altar at the Church of the Assumption. Mr. Joseph Cochran, the Parish Master of Ceremonies, schedules servers for weddings and has final say over who may serve at the altar.
 - e. **Other Considerations:** All other issues regarding photography, flowers, decorations, and logistical matters are at the discretion of Mrs. Pagan. Any flowers, decorations, and the like must be removed

² Such exceptions on a case-by-case basis, e.g., in the case of deacons and pastors related to the couple being married or should the officiant be the Bishop of Nashville or any visiting bishop who shall be deemed always allowed to preside at weddings held at the Church of the Assumption.

at the end of the wedding with the exception of flowers at the altar which are offered to God and should be left after the wedding. Any failure to remove any such items will be considered a forfeiture of any church cleaning deposit.

- f. **Express Prohibitions:** Alcoholic beverages and/or illegal drugs are prohibited in any form on the grounds of the Church or inside the Church itself. DRUNKENNESS AND THE CONSUMPTION OF ALCOHOL WILL NOT BE TOLERATED. If any member of the wedding party comes to the wedding or the rehearsal in any form of intoxication, the wedding may be postponed or cancelled.

For further detailed policies related to items used in the church such as candles or flowers, please consult with your wedding coordinator.

Mrs. Pagan will liaise with couples regarding these wedding planning issues. She will also be responsible for the marriage record and coordinate both rehearsals and details of the day so that these special days run as smoothly as possible.

SPECIAL PROVISIONS FOR GUEST WEDDINGS

The Church of the Assumption welcomes Non-Covered Persons who wish to be married in our Church. Non-Covered Persons must be in good standing with letters of reference from their own proper pastors and those pastors may request permission of Fr. S. Bede Price, as Pastor, to be married at Assumption. This permission will be granted on a case-by-case basis. In addition to the General Policies outlined above, Guest Weddings are subject to the following:

- (1) **Addendum to General Policies – 3. Wedding Preparation:** Couples must arrange mandatory wedding preparation from their proper pastors or the priest or deacon who will officiate at the ceremonies according to the norms established by the Diocese of Nashville or their Diocese of Residence. Due to the high volume of weddings, Fr. Price is not available to engage in wedding preparation for or officiate at all Church of the Assumption's weddings.
Covered Persons from other parishes and Non-Covered Persons must normally arrange for a priest or deacon to officiate at the wedding prior to booking the wedding date. That priest or deacon must communicate to the Church of the Assumption both that he is willing to perform the wedding and that he has conducted the required Pre-Nuptial Questionnaire and found the couple to be free to marry. These steps must be completed *prior to the booking date of the wedding*, without exception.
- (2) **Addendum to General Policies – 4.b. Deacons and Priests:** Prior to setting the date for the wedding, any contemplated officiant who is not from the Church of the Assumption must submit a delegation to witness the marriage accompanied by a Letter of Good Standing or Celebret subject to the approval by the pastor of the Church of the Assumption.

Initialed by: Bride _____ Groom _____

SECTION II: FEES & USE

OVERVIEW

There are three types of fees associated with the wedding which are service fees, church facilities' use fees, and non-church facilities' use fees (taken together, the "Fee"). The Fee for a given wedding consists of multiple variables including the parishioner status of the betrothed, the pre-nuptial status of the betrothed, and the type and scale of service which determines among other things the number of servers, singers, etc. A given wedding's Fee may vary considerably with a range from \$1,150 to \$13,500+. Further details surrounding the fee types follow. Please note that in determining fees, the applicant shall be expected to provide any receipts requested including but not limited to those relating to any planned reception.

SERVICE FEES

Service Fees associated with any wedding shall be set by the Church of the Assumption. Service Fees include payments to servers, musicians, and the pastor. The Wedding Coordinator will provide a detailed itemization for each wedding in the "Fee Package." The total amount of all service fees must be received by the Church of the Assumption at least *thirty (30) days prior* to the wedding date. The Service Fee varies in the type of mass requested. A low english mass is at least \$1,150, a low latin mass \$1,500, and a high latin mass at least \$2,000.

CHURCH FACILITIES' USE FEES

The Church Facilities' Use Fee will be provided by the Wedding Coordinator in the Fee Package, is dependent upon a variety of factors including parishioner status, and is payable to the Monsignor Bernard Niedergeses Buildings and Maintenance Fund. A non-negotiable Church Facilities' Use Fee for Non-Paritioners shall be assessed of no less than \$5,000.

A refundable cleaning deposit of \$500 is required for the use of the Church.

NON-CHURCH FACILITIES' USE FEES

Non-Church Facilities include The Bride's Room, The Ball Room of the Buddeke House, and the Monsignor Bernard Niedergeses Hall (the Parish Hall) along with its adjoining Courtyard. Each of the foregoing is available to rent for rehearsal dinners, and other gatherings. Weddings who wish to use these facilities shall work with the Wedding Coordinator to ensure proper bookings. **Please remember that these facilities are used for functions other than weddings, so advanced booking is advised.**

NON-CHURCH FACILITIES (CONTINUED)

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Section III: Fees & Use

The following fees apply for any use of these facilities regardless of whether the wedding applicant is a Covered Person or Non-Covered Person:

Facility Type / Use	Fee
The Bride's Room:	No Fee
The Ball Room of the Buddeke House:	\$2000
Monsignor Bernard Niedergeses Hall and adjoining Courtyard:	\$3000
Refundable Deposit - Non-Church Facilities:	A refundable cleaning deposit of \$500 is required for each of these facilities. Rental is for four (4) hours, and the facilities must be returned to their original condition by the end of the evening. All trash shall be removed inclusive of any catering or other items brought in for the event to the satisfaction of the Church of the Assumption or the refund will not be refunded. No partial refunds are permitted.

Further descriptions and policies associated with each Facility Type/Use:

The Bride's Room: There is no fee for the use of the room for the bride and her attendants in the Buddeke House. This room may be used for the women in the wedding party to dress and prepare for the ceremony. Mrs. Pagan will coordinate when this room will be available the day of the wedding.

No food or drink (except bottled water) is allowed in the Bride's Room. Absolutely no alcohol is to be brought into this room or onto our property.

It is customary for the men in the wedding party to dress before coming to the church: They should assemble in the sacristy with the officiant while waiting for the ceremony to begin.

The Buddeke House will be locked during the ceremony for the security of your personal articles. Mrs. Pagan will unlock the building at the end of the wedding. Please note, the Church of the Assumption is not responsible for the security of personal articles or vehicles. Please do not leave personal articles or gifts unattended and lock cars.

Monsignor Bernard Niedergeses Hall includes use of a caterer's kitchen. Facilities are provided "as-is" and shall not be deemed to provide either catering services or without limitation any furnishings, decorations, or table settings.

Buddeke House Ballroom includes a bathroom but no kitchen. However, caterers may access from the back stairs. The Church of the Assumption will provide tables and chairs for these facilities, but decorations, table settings, and all catering must be arranged by those hosting events at the Church of the Assumption.

SECURITY DEPOSIT AND FINAL PAYMENT

A non-refundable deposit ("Security Deposit" equal to 50% of fees is due at the time the wedding date is finalized with the remainder to be settled *no later than thirty (30) days prior* to the event date. Payment submissions shall be made in accordance with Appendix III.

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SUMMARY & ACKNOWLEDGEMENT

We do hereby acknowledge and affirm that we have read this document, affirm the following, and further that we are aware of and will abide by all the policies and procedures set forth by the Church of the Assumption of the Blessed Virgin Mary whether herein or otherwise communicated to us whether written or verbal. We understand and consent that if any of the policies or procedures are not observed, we forfeit our security deposit, and our wedding may be subject to postponement or cancellation.

- ☐ Couples wishing to be married at Church of the Assumption must contact our Wedding Coordinator, Mrs. Karen Pagan, one month prior to setting a date for a wedding.
- ☐ The priest or deacon who will officiate at guest wedding must submit a letter stating that he is willing to perform the wedding and that he has conducted the required Pre-Nuptial Questionnaire and found the couple to be free to marry prior to setting a date for a wedding.
- ☐ Clergy from outside of the Diocese of Nashville must also request delegation to witness the marriage in writing, accompanied by a Letter of Good Standing provided by his diocese or religious order prior to setting a date for a wedding.
- ☐ A non-refundable deposit equal to 50% of fees and refundable cleaning deposits are payable at the time at which the date for the wedding is set with the remainder of fees due at least thirty (30) days prior to the ceremony.

IN WITNESS WHEREOF, the undersigned have executed this acknowledgement as of this ____ day of _____, 2025.

By: THE BRIDE

By: THE GROOM

Signature

Signature

Printed Name

Printed Name

AS SO WITNESSED BY:

Karen Pagan, Wedding Coordinator