

**The Mount Vernon Place United Methodist Church**  
**10 East Mount Vernon Place**  
**Baltimore, Maryland 21202**

**Voice: (410) 685-5290    Fax: (410) 659-5747**  
**Email: [mvpumcweddings@gmail.com](mailto:mvpumcweddings@gmail.com)**

**Laura B. Kigweba, Pastor**

**Homeretta M. Ayala, Music Director and Organist**

Dear Friends,

Thank you for your interest in hosting your wedding ceremony at Mount Vernon Place United Methodist Church! We welcome anyone who desires to unite in marriage with a Christian worship celebration in the United Methodist tradition.

Our church building is a historic landmark, located on the beautiful Mount Vernon Square in Baltimore City. Since being built in 1872, the members of our church have been bringing God's love, in ministry, to all persons. An overview of our church history is attached.

Today our history in ministry continues, with a lively, active congregation that worships at the church every Sunday morning at 10:30am. We invite you to join us for a Sunday morning service to experience the warmth and community that exists within these walls.

It is our belief that weddings are sacred ceremonies, where God actively brings two people together to walk with each other and God for the remainder of their lives. Beyond offering a stunning setting for your ceremony, we strive to offer meaningful ceremonies for all couples who unite in marriage in our church.

I am available to perform your wedding ceremony. We also welcome other pastors to preside over ceremonies held here.

Please review the following information about hosting your wedding at our church, and email [mvpumcweddings@gmail.com](mailto:mvpumcweddings@gmail.com) if you have any questions. We look forward to being part of your marriage celebration.

Sincerely,  
Pastor Laura Kigweba  
Mt. Vernon Place United Methodist Church

## Wedding Ceremony Information

### Availability/Scheduling

Wedding ceremonies can be held on any day/time during the week, excluding Sunday mornings and holidays when worship services are held. We schedule only one wedding per day, so your ceremony can be held at any time of your choosing.

Use of the church for wedding ceremonies includes the following:

- Wedding Rehearsal, for up to 1 ½ hours
- Wedding Ceremony, with a rental period lasting up to 4 hours, including:
  - Set up and decorating - beginning up to 2 hours before the start of the ceremony. Additional decorating time may be arranged with the church's wedding coordinator; an additional fee may apply.
  - Wedding party arrival/pre-ceremony photos - up to 1 hour before the start of the ceremony.
  - Wedding Ceremony - lasting up to 1 hour
  - Post-ceremony - family photos, removing decorations, etc., lasting up to 1 hour
- Staffing
  - A church Wedding Coordinator, who will manage your rehearsal and wedding ceremony, and be the point-of-contact for you and your vendors (florist, photographer, etc.) on the day of the wedding
  - A church sexton, who will oversee the physical building needs and coordinate people getting in and out of the building
  - Pastor and Church Musicians are available for additional fees (see below)

### Pricing

The fee for wedding ceremonies in the church's sanctuary is \$2500 (two-thousand five-hundred dollars).

Additional fees:

- Pastor's fee: \$250 (to be paid by check directly to the pastor)  
Includes 2 sessions of pastoral counseling, wedding rehearsal, and ceremony
- Organist's fee: \$200 (to be paid by check directly to the organist, include form)
- Additional musicians and soloists are available through the organist; coordinate directly with the organist for availability and cost.
- Additional pre-marital counseling sessions are available by a member of our congregation who is a licensed counselor. Please contact the church office for more details.

The church also has a small chapel, known as Bosley Chapel. The chapel seats about 40 people. The fee for use of the chapel is \$500, with a \$300 deposit. Music for this area will be an additional charge and will be discussed when you consult with the Wedding Coordinator.

## Guidelines

Use of the church by non-members is at the discretion of and after consultation with the pastor. The pastor will be the lead pastor in every wedding; however, other pastors may assist. All couples will have counseling with the pastor or the pastor's counseling assistant. This is scheduled according to the pastor's and your schedule.

**This historic property is neither handicapped accessible nor air-conditioned.**

Please be prompt and begin your wedding at the time indicated. Any schedule changes should be pre-arranged with the Wedding Coordinator.

No tape, adhesive, wire or fixtures of any kind may be used on any surfaces in the church. Bows, flowers, banners, etc. may not be attached in any manner to the woodwork, columns or pews. Please contact our Wedding Coordinator if you have any questions about what decorations are allowed.

Candles may be used in the church sanctuary. All candles, with the exception those on the altar, must be enclosed in glass vases or lanterns. Altar candles will be provided by the church; all other candles (including unity candles) must be provided by the couple or their florist.

No confetti, rice, birdseed, or flower petals may be used inside or outside of the building, with the exception of flower girls' petals. This is for your safety and the protection of church property.

The bridal party may not dress or have hair/makeup done on site at the church.

As we are located in an urban area, and the church does not have a parking lot, transportation and parking can be a challenge. On-street parking is available on the streets surrounding the church, and several parking garages and lots are within close walking distance. Some couples also choose to hire valet service for their guests or provide shuttle service. Please contact the Wedding Coordinator for a list of nearby parking lots/garages, and valet and shuttle companies.

Couples will need to secure a **Baltimore City** marriage license.

**No alcoholic beverages may be consumed or served on any of the church properties.**

To secure a date for use of the church, please sign and mail the attached form to the church office, along with a check for \$1,500 (one thousand five hundred dollars). The initial deposit fee is fully refundable up to sixty (60) days before the wedding date. No refund is made less than sixty (60) days of the wedding date. **The completed form with deposit must be returned to us within 30 days in order to reserve the date; otherwise, the hold on the date will be released.**

## **Giving Back**

Mount Vernon Place United Methodist Church is not just a beautiful building, it is also a loving, diverse congregation that strives to show God's love to Baltimore City and the world. We invite you to use your wedding as an opportunity to join us in ministry:

- Your rental fee will help to support the ministry and mission of the church and maintain our historic building.
- Any flowers used to decorate the sanctuary may be donated to the church, who will deliver them to residents of local senior living communities or and women's shelters.
- In lieu of gratuity for any church staff, you may make a donation to our pastoral discretionary fund, which is distributed to those in need in our community.
- We invite you to take part in one of our volunteer projects, such as assembling care kits for Healthcare for the Homeless or serving with Habitat for Humanity.

Please speak to Pastor Kigweba or our Wedding Coordinator about any of these opportunities. We would love to have you serve with us!

## The Mount Vernon Place United Methodist Church

### Wedding Ceremony Reservation Form (Return with Deposit)

I/we have read and understand all the guidelines for the use of the church for my/our wedding.  
I/we, therefore, agree to these guidelines and request use of the church.

Name of Bride: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_(h) \_\_\_\_\_(c) \_\_\_\_\_(w)

E-mail Address \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_(h) \_\_\_\_\_(c) \_\_\_\_\_(w)

E-mail Address \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signed: \_\_\_\_\_  
Bride/Groom Date

On \_\_\_\_\_ a deposit of \$ \_\_\_\_\_ was received by  
\_\_\_\_\_.

The balance due is: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
Representative of the church

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**Wedding Ceremony Contacts**

**Church Wedding Coordinator**

Heather St. Clair  
[mvpumcweddings@gmail.com](mailto:mvpumcweddings@gmail.com)  
(304) 290-6632

**Pastor**

Pastor Laura B. Kigweba  
[pastorkigweba@gmail.com](mailto:pastorkigweba@gmail.com)  
(410) 685-5290

**Music Director/Organist**

Homeretta Ayala  
[hayala9022@aol.com](mailto:hayala9022@aol.com)  
(410) 584-9490

**Office Administrator**

Sandra Heningburg  
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(410) 685-5290

**Sexton**

Gerald Allen  
(410) 685-5290