



## Mount Vernon Place United Methodist Church

**Laura B. Kigweba, Pastor | Homeretta M. Ayala, Music Director and Organist  
In Association with Heather St. Clair Events | [www.heatherstclair.com](http://www.heatherstclair.com)**

Dear Friends,

Thank you for your interest in hosting your wedding ceremony at Mount Vernon Place United Methodist Church. We welcome all who decide to worship and celebrate their Christian marriage in our church.

Our building is an 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 create a meaningful worship experience for you and your guests on your wedding day.

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

Please review the following information about hosting your wedding at our church, and email our Wedding Coordinator at [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

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**10 East Mount Vernon Place | Baltimore, Maryland 21202  
Voice: (410) 6855290 | Fax: (410) 6595747 | Email: [mvpumcweddings@gmail.com](mailto:mvpumcweddings@gmail.com)**

# 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, including:
  - ◆ 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).

## General "Things to Know"

- ◆ This historic property is neither handicapped accessible nor air conditioned.
- ◆ A small chapel (Bosley Chapel) is available for more intimate weddings of approximately 40 or less guests.
- ◆ As we are located in an urban area, and the church does not have a parking lot, transportation and parking can be a challenge. 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.

## Pricing

The fee for wedding ceremonies in the church's sanctuary is \$2,500 . A deposit of \$1500 is due to reserve your date. The remaining balance, along with any additional fees (pastor, organist, sexton and/or wedding coordinator), is due 30 days before your wedding date.

Additional fees:

- ◆ Additional hours beyond the standard 4hour rental: \$300 per hour (\$250 rental fee and \$25 each for the Sexton and Wedding Coordinator).
- ◆ Pastor's fee: \$250 (to be paid by check directly to the pastor). Includes 2 sessions of pastoral counseling, wedding rehearsal, and ceremony.

- ◆ Organist, additional musicians, and soloists are available through our Music Director. Please see the Wedding Music Information Sheet for pricing.
- ◆ Additional premarital counseling sessions are available by a member of our congregation who is a licensed counselor. Please contact Pastor Laura for more details.

The \$1,500 deposit is 100% refundable up to six (6) months prior to the ceremony, 50% refundable up to four (4) months prior to the ceremony, and not refundable up to three (3) months prior to the ceremony.

### **Bosley Chapel Pricing**

The fee for use of the chapel is \$500, with a \$300 deposit. Standard fees apply for the Pastor, Organist, and additional musicians.

### **Church Guidelines**

- ◆ As we acknowledge the worship and celebration of a *Christian* marriage, we ask that at least one or both persons, getting married are baptized Christian(s).
- ◆ Use of the church by non-members is at the discretion of and after consultation with the pastor.
- ◆ Outside officiants are permitted after review and approval by Pastor Laura.
- ◆ All couples being married by Pastor Laura will have a minimum of **(2) pastoral counseling sessions** with the pastor, and an opportunity for premarital counseling with a licensed therapist. This is scheduled according to the pastor's and your schedule.
- ◆ Please be prompt and begin your wedding at the time indicated. Any schedule changes should be prearranged with the Wedding Coordinator.
- ◆ Tape, adhesive, wire or fixtures of any kind may not 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.
- ◆ Neither confetti, rice, birdseed, nor 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.
- ◆ 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 hold a date for your wedding**, email [mvpumcweddings@gmail.com](mailto:mvpumcweddings@gmail.com) with your preferred date. We will place a courtesy hold for **10 business days**. If the reservation form and deposit is not received within 10 business days, the hold on the date will be released.

**To reserve your wedding date, please sign and mail the attached form, along with a check for \$1,500.00, to the church office at:**

**Mt. Vernon Place UMC  
10 E. Mount Vernon Place  
Baltimore, MD 21202.**

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 balance, including any additional fees, is due thirty (30) days before your wedding date.

### **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. Please email [mvpumcweddings@gmail.com](mailto:mvpumcweddings@gmail.com) at least two weeks before your wedding to arrange for your floral donation.
- ◆ 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)

Please check to agree to the following:

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)

Email Address \_\_\_\_\_

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

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

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

Email Address \_\_\_\_\_

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

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

We would like  Pastor Laura -OR-  a Visiting Pastor to perform our ceremony.

(All visiting pastors must be approved by Pastor Laura.)

Signed: \_\_\_\_\_

Bride/Groom

Date

**For Church Office Use Only:**

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

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

Signed: \_\_\_\_\_

Representative of the church

Date



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10 East Mount Vernon Place  
Baltimore, Maryland 21202  
Voice: (410) 6855290  
Fax: (410) 6595747  
Email: [mvpumcweddings@gmail.com](mailto:mvpumcweddings@gmail.com)

## **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  
[mvpumcbaltimore@gmail.com](mailto:mvpumcbaltimore@gmail.com)  
(410) 685-5290

### **Sexton**

Joan Lee  
(410) 685-5290