

Your Wedding at Totowa United Methodist Church

105 Church Street, Totowa, New Jersey 0712
973-790-5962

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Congratulations on your upcoming wedding! We hope that this sheet will assist you in preparing for your wedding. The minister will be glad to discuss any other questions you may have concerning your wedding preparations.

Marriage License Call Totowa Municipal Clerk
537 Totowa Road
Totowa NJ 07512
(973) 956-1000, ext. 1009

BUSINESS HOURS - Monday through Friday 9:00 am - 4:30 pm

Pastor at Totowa United Methodist Church requires 2 pre-nuptial marriage counseling sessions and a post-marriage session a year after the wedding. If couple has been receiving pre-marriage counseling please provide documentation.

Building and Sanctuary

The wedding party may use boardroom for dressing and final preparations. No smoking or alcoholic beverages are permitted on the premises.

Unity Candle

If you want to have a unity candle ceremony, you will need to provide the candles. You will need a pillar candle (5" base) and three tapers at least 10" long.

Flowers

Your florist should make arrangements with the wedding coordinator for delivery of the flowers 1 ½ hours before the ceremony. The florist also provides the isle cloth if you desire to have one. Tape (masking, scotch, electrical, etc.) or any sticky material may not be used on any wood surface. We recommend using large rubber bands to attach flowers to the end of the pews.

Flower Petals, Bubbles, Bird Seed, and Rice

For environmental reasons throwing rice, birdseed, or confetti either outside or inside of the church is not permitted. The use of bubbles outside the sanctuary is allowed. You may use silk petals in the sanctuary, but we do ask that you pick them up after the service. This can be easily done during the photography session.

Photographer and Videographer

The photo and video staff will be given instructions by the pastor when they arrive at the church.

Wedding Coordinator

The role of the Wedding Coordinator is to ensure that all details are taken care of and that the wedding goes smoothly with as little stress on the couple, wedding party, and the family. The pastor will provide a name and contact information of the wedding coordinator assigned to your wedding.

Limousine Plans

Ushers must arrive at church one-hour prior to the ceremony to greet guests. The bride and bridal party should arrive at the church one half-hour before the ceremony.

Rehearsal Night

The sanctuary is available Tuesday or Thursday night for rehearsal. All participants are encouraged to be present ten minutes prior to rehearsal and must be advised about parking arrangements.

Child Care Concerns

If there are young children in the wedding party be sure that there is an adult at the wedding (not in the wedding party) who will care for the children in the pew.

Due to the Church Office

Monday before the wedding bring to the church:

- Marriage License
- Bulletin
- All checks for Fees
- Confirm time of Rehearsal

Other, if being used:

- Unity Candles (1 pillar, 3 tapers)

Fees

- The donation for a wedding at Totowa UMC is \$800. This includes \$500 for building use, \$200 for wedding coordinator, \$50 for cleaning services, \$50 for administrative support.
- **Officiant:** The love offering/honorarium for pastor is \$300 for non-members. This includes two counseling meetings, rehearsal, and ceremony.
- **Program (optional):** Classic, \$50 for design and 100 copies.
- **Music:** If desired, our organist is available for \$250. A soloist can be arranged for a fee of \$250.