

The Robert B. and Anna Gardner Butler  
Campbell University  
Chapel



Wedding Information

Policies and Procedures  
Butler Chapel  
60 T.T. Lanier Street  
Buies Creek, NC 27506

## **Welcome**

*On behalf of the Campbell University family, thank you for considering holding your upcoming wedding ceremony in the new Robert B. and Anna Gardner Butler Chapel on the Campbell University campus. This Chapel has been built to glorify God and to provide a worship center where students, faculty, and staff can assemble for sacred moments and events, both in the University's life and in the lives of the people who study and serve in this place.*

*It is our belief that a wedding is a worship experience. For this reason, this booklet of policies and procedures has been written to help your wedding achieve this purpose. We ask that those who contract to use this facility uphold this spiritual purpose of the Chapel. We will be ready and eager to work with you to help you make the sacred moments of your wedding most memorable.*

*Some of the policies outlined in this booklet are quite strict. This is out of respect for three parties your wedding may deeply affect.*

- 1. Others who inhabit the campus of Campbell University – This campus is a place of life and activity, and often there are all sorts of planned and impromptu events taking place on the campus. Your wedding may not be the only event in progress on your chosen day. This particularly affects parking, and we cannot guarantee convenient parking beyond the wedding party, for whom we will seek to provide some reserved parking spaces.*
- 2. Others who may be married at the Chapel on the same day – The Chapel may be reserved for no more than two weddings on a given Saturday (Please see the detailed information about times and schedules on Page 3 of this booklet). We want to make sure that not only do you have a wonderful day; but that others being married in the Chapel on the same day will as well.*
- 3. Others who worship at Butler Chapel, and look to the Chapel as a place of holiness, dignity, and worship in the Christian life – Our policies about music, the Christian nature of the wedding, and to some extent about photography, flowers, and the general tone of the event all stem from our desire that all events in Butler Chapel glorify God and are in keeping with the highest standards of the Christian faith and Campbell University.*

*Once again, we wish you well for your wedding day and your life together.*

*God bless you as you celebrate the gift of marriage. We pray that your wedding day in Butler Chapel will be special and that your lives will be a blessing to God's Kingdom.*

*Campbell University*

## Overview of Policies

**Alcohol:** Absolutely no alcoholic beverages are permitted anywhere on the premises of Campbell University.

**Attire:** Please dress appropriately for a formal Chapel wedding. Formal or business attire is expected. No logo golf shirts, shorts, sandals or inappropriate attire will be allowed.

**Bridal Portraits:** To schedule a photo shoot on Chapel grounds, a date and time must be reserved with the Wedding Coordinator.

**Building and Grounds:** Parties being married at Butler Chapel must accept the building and grounds as they find them. Construction and restoration projects are often taking place on campus, and may be underway during the time of your wedding. Construction will not be allowed during scheduled ceremonies.

**Cancellation:** Should the wedding party wish to cancel the reservation at any time, the Scheduling Coordinator must be notified. Deposits are non-refundable if cancellations are made within 60 days of the wedding date.

**Clergy:** It is the responsibility of the bride and/or groom to secure the services of an approved minister. If you do not have a family minister, the Wedding Coordinator will assist you in contacting a minister from the Butler Chapel approved list.

**Bridal Room:** Only the bride and her attendants may dress at the Chapel in the room provided on the day of the wedding.

**Fees:** Fees must be paid in full one week prior to the wedding date.

**Florist:** Parties being married at Butler Chapel must choose their own florist. The Wedding Coordinator will provide names of local florists if requested. It would be advantageous to use a florist that is familiar with the Chapel and the policies of same.

**Marriage License:** It is the responsibility of the bride/groom to contact the Register of Deeds office in your area within the 60 day period prior to the wedding. The officiating minister will set aside a time following your ceremony to gather the proper signatures and validate the license. The minister will handle submitting the marriage license to the proper authorities for registration. The Marriage License must be on the premises in order for the wedding to proceed.

**Music:** The University must approve all vocal and instrumental music to be used in the wedding.

**Nursery:** Nursery facilities are not available. Please take this into consideration when extending invitations to your guests.

**Parking:** Ten (10) spaces will be reserved adjacent to Butler Chapel for the wedding party. Other guests may park behind the Student Health Center on T. T. Lanier St.

**Photographer/Videographers:** Parties being married at Butler Chapel may choose their own photographer/videographer. It is beneficial to choose individuals that are familiar with the Chapel and the University's wedding policies.

**Programs:** Printed programs are the responsibility of the bride/groom. Please include a reminder about flash pictures during the ceremony. Please provide a copy of the program to the Wedding Coordinator as soon as possible.

**Rehearsals:** The minister, wedding party, and all participants (vocalists, musicians, etc.) must be present for the rehearsal. It would be beneficial for the photographer to be present, especially if they are not familiar with the Chapel or its photography policy. A block of one hour, fifteen minutes will be reserved for rehearsal time. Please instruct all parties to be present at least 15 minutes prior to rehearsal time.

**Reservation of Butler Chapel:** Weddings must be booked with the Scheduling Coordinator at least three months in advance and no more than one year in advance of the wedding date requested.

**Schedule:** Butler Chapel now hosts a maximum of two weddings on Saturdays and one wedding on Sunday afternoons.

**Smoking:** Campbell University is a smoke-free facility. No smoking is allowed in the buildings or on the grounds.

**Sound:** Arrangements for the Chapel sound system will be coordinated through the Scheduling Coordinator.

**Wedding Coordinator:** The Scheduling Coordinator will work with the bride/groom to assign the Wedding Coordinator for each wedding.

**Notice:** All fees are subject to change. However, the fees in effect when a reservation is made and the reservation fee is accepted will remain in effect through the wedding ceremony. The University reserves the right to revise or modify the policies and procedures without prior notice. The University reserves the right to deny the use of Butler Chapel to any party without explanation.

Campbell University  
P. O. Box 26  
Buies Creek, NC 27506  
[www.campbell.edu](http://www.campbell.edu)

## **FIRST STEPS**

### **Scheduling Your Wedding**

*You will want to make advance plans as early as possible to reserve Butler Chapel for your wedding. Weddings are scheduled on a first come, first serve basis. No more than two wedding may be scheduled on a Saturday and no more than one wedding may be scheduled for a Sunday afternoon. Four options will be given for wedding times on a Saturday and two options for Sunday weddings. Weddings during weekdays are not permitted except by special permission.*

*Ceremonies will be scheduled, beginning in September 2009, on Saturdays according to the following schedule:*

- 12:00 p.m. (Reserved time – 10:30 a.m. – 1:30 p.m.)*
- 2:00 p.m. (Reserved time – 12:30 p.m. – 3:30 p.m. if no 12 pm wedding is scheduled)*
- 4:00 p.m. (Reserved time – 2:30 p.m. – 5:30 p.m. if no 2 pm wedding is scheduled)*
- 6:00 p.m. (Reserved only if no 4:00 p.m. time is scheduled)*

*Ceremonies may be scheduled on Sundays according to the following schedule:*

- 2:00 p.m. or 3:00 p.m. (One wedding ceremony only on Sunday)*

### **Rehearsals**

*Saturday weddings are allotted 75 minutes on Fridays at the following times:*

- 3:00-4:15 p.m.; 4:30-5:45 p.m.; 6:00-7:15 p.m.; and 7:30-8:45 p.m.*

*Sunday weddings must make arrangements to have rehearsals during one of the Friday evening times.*

### **Receptions**

*Receptions on campus are not included with your reservation of Butler Chapel. Butler Chapel does not have a reception facility. Receptions are solely the responsibility of the wedding party. Should you desire a reception on campus, you should contact Aramark at (910)893-1535 for further information. Aramark is the exclusive food vendor for Campbell University. No outside food is allowed without written permission from Aramark.*

### **Wedding Compatible with the Christian Tradition**

*It is to be absolutely clear and understood that only weddings compatible with the Christian purposes of Campbell University will be permitted in the Butler Chapel.*

## **Making a Reservation**

After carefully reading this wedding policy booklet and agreeing to the stated policies, you should do the following:

- a. Contact the Scheduling Coordinator Mr. Doug Jones at [jones@campbell.edu](mailto:jones@campbell.edu) for availability.
  - b. To make necessary reservations for your wedding and rehearsal.
2. Complete the “Wedding Reservation/Contract Form,” giving all requested information. Once the date and other particulars are approved, the Form will be signed by the Scheduling Coordinator and a copy returned to you. Please make sure all items are completed prior to turning in this form, along with the preferred time for your rehearsal and the name of the proposed minister who has agreed to officiate your ceremony. Your request will then be reviewed and placed on the Chapel calendar. You will be notified with a confirmation of the date you selected.
  3. Your reservation deposit fee of \$100 (Campbell affiliated), \$200 (Non-affiliated) must accompany the Wedding Reservation/Contract Form. This fee will be applied to the Services Fee.
  4. Reservations may be made no more than one year in advance of the wedding month and no less than two months before the wedding date. The reservation book opens for all available wedding dates beginning in September 2009.
  5. Receipt of all items will secure your reservation. If, after ten business days from the calendar entry date, the deposit and information form have not been received, the reservation will be cancelled. Should the wedding party wish to cancel the reservation at any time, the Scheduling Coordinator must be notified. Deposits are non-refundable if cancellations are made within 60 days of the wedding date.
  6. When a reservation for a wedding is made, the Chapel is reserved for a 75-minute rehearsal period on the Friday before, and a 180-minute time block for the wedding day. Staying within these blocks of time is essential.

For example, if your reservation is for a 2:00 p.m. ceremony, your schedule would be:

12:30 p.m.      Reservation begins – bride arrives at Chapel; flowers delivered and decorations set.  
1:00 p.m.      Groom arrives at Chapel; photos of wedding party may be taken.  
1:30 p.m.      Prelude of wedding music; guests are seated; other photos may be taken.  
2:00 p.m.      Wedding Ceremony begins.  
3:15 p.m.      Final photographs must be complete.  
3:30 p.m.      Chapel must be exited, cars moved, and the Chapel reservation ends.

7. In order to avoid any misunderstanding about the exact dates and times of your wedding rehearsal, **please confirm your wedding date and time with the Scheduling Coordinator prior to ordering invitations.** Please notify the Scheduling Coordinator of any changes in telephone numbers and other contact information prior to the wedding to insure constant and accurate communication between Campbell University and the wedding party.

**Butler Chapel Fees**

- ❖ *Campbell University students, alumni, faculty, staff and those directly affiliated with Campbell (trustees, board members, advisers, etc.) who wish to have their wedding in Butler Chapel will be charged a service fee for the use of the facilities. A service fee of \$500 will be charged to cover housekeeping, security personnel, sound technicians and various other services necessary to accommodate the wedding. The \$100 deposit will count toward the service fee of \$500.*
  
- ❖ *Deposit due at scheduling of Chapel* \$100
  
- ❖ *60 Days Prior to the Wedding Date* \$150
  
- ❖ *Balance due one week prior to Wedding Date* \$250
  
- Total* \$500

\*\*\*\*\*

- ❖ *Individuals not affiliated with Campbell University (subject to approval of application) (Not affiliated individuals are those persons with no direct connection to Campbell who desire to have their wedding in Butler Chapel.)*
  
- ❖ *Deposit due at scheduling of Chapel* \$200
  
- ❖ *60 Days Prior to the Wedding Date* \$300
  
- ❖ *Balance due one week prior to Wedding Date* \$500
  
- Total* \$1,000

\*\*\*\*\*

**Wedding Party Fees**

- ❖ *Organist*
  
- ❖ *Soloists (engaged by bride's family)*
  
- ❖ *Ministers (responsibility of groom)*

*Payment must be made to Campbell University for the Chapel facility. Individual payments must be made to the wedding coordinator, director, organist, musicians, ministers, and soloists. Payment information is listed on the Contract form.*

## Ministers

*In order to perform a wedding ceremony in Butler Chapel, a minister must be ordained and recognized by his/her denomination and the laws of the State of North Carolina. It is your responsibility to find and secure the minister for your wedding, discuss denominational specifics, and compensate the minister for his/her services. These fees are arranged per individual. It is recommended that the minimum honorarium for the minister be \$200.*

*When scheduling a minister for your wedding ceremony, please confirm that the minister can attend **both the rehearsal and the wedding** and that a copy of these policies is made available for their use.*

*Couples are encouraged to invite the ministers of the congregation where they are members to perform their wedding ceremony in the Chapel. If your minister is not available to perform your wedding ceremony, please choose from the following list of approved ordained ministers:*

*Dr. Dennis N. Bazemore* (910)893-1541  
*Vice President for Student Life* [bazemored@campbell.edu](mailto:bazemored@campbell.edu)

*The Reverend Faithe C. Beam* (910)893-1548  
*Campus Minister* [beam@campbell.edu](mailto:beam@campbell.edu)

*Dr. Lynn R. Buzzard* (910)893-1801  
*Professor of Law* [buzzard@law.campbell.edu](mailto:buzzard@law.campbell.edu)

*Dr. Tony W. Cartledge* (910)893-1841  
*Associate Professor of Old Testament* [cartledge@campbell.edu](mailto:cartledge@campbell.edu)

*Dr. Michael G. Cogdill* (910)893-1831  
*Dean, Campbell Divinity School* [cogdill@campbell.edu](mailto:cogdill@campbell.edu)

*Dr. J. Daniel Day* (910)893-1680  
*Associate Professor of Christian Preaching and Worship* [dayjd@campbell.edu](mailto:dayjd@campbell.edu)

*Dr. Adam English* (910)893-1679  
*Assistant Professor of Religion* [englisha@campbell.edu](mailto:englisha@campbell.edu)

*Dr. Edward Fubara* (910)893-4317  
*Assistant Professor of Business* [fubarae@campbell.edu](mailto:fubarae@campbell.edu)

*Dr. W. Glenn Jonas* (910)893-1678  
*Chair of the Department of Religion and Professor of Religion* [jonas@campbell.edu](mailto:jonas@campbell.edu)

*Dr. Barry A. Jones* (910)893-1824  
*Associate Dean, Campbell Divinity School* [jonesb@campbell.edu](mailto:jonesb@campbell.edu)

*The Reverend Doug C. Jones*  
*Assistant Vice President for Alumni Relations/Special Events*

(910)893-1236  
[jones@campbell.edu](mailto:jones@campbell.edu)

*Dr. Cameron H. Jorgenson*  
*Assistant Professor of Christian Theology*

(910)893-1666  
[jorgensonc@campbell.edu](mailto:jorgensonc@campbell.edu)

*Dr. Bruce P. Powers*  
*Langston Professor of Christian Education*

(910)893-1832  
[powers@campbell.edu](mailto:powers@campbell.edu)

*Dr. John Roberson*  
*Vice President for Enrollment Management and Marketing*

(910)893-1224  
[roberson@campbell.edu](mailto:roberson@campbell.edu)

*Dr. Andrew H. Wakefield*  
*Tyner Associate Professor of New Testament and Greek*

(910)893-1602  
[wakefield@campbell.edu](mailto:wakefield@campbell.edu)

*Dr. Jerry M. Wallace*  
*President*

(910)893-1205  
[wallace@campbell.edu](mailto:wallace@campbell.edu)

*Dr. Howard "Ran" Whitley*  
*Chair, Department of Fine Arts and Associate Professor of Music*

(910)893-1496  
[whitley@campbell.edu](mailto:whitley@campbell.edu)

### **Scheduling Coordinator**

*The Scheduling Coordinator for the Butler Chapel is Mr. Doug Jones at [jones@campbell.edu](mailto:jones@campbell.edu) who will be responsible for all scheduling and will meet with the Wedding Coordinator to outline all Campbell policies and answer any questions.*

### **University Wedding Coordinator**

*A Wedding Coordinator is required for all rehearsals and wedding ceremonies in the Chapel. Couples being married in Butler Chapel must choose a Wedding Coordinator from the provided list. The Wedding Coordinator will work with each couple to ensure that all Chapel policies are understood and that a timely flow of the day's proceedings will occur with a smooth transition. The fee for the University Wedding Coordinator is \$200.00.*

*The Scheduling Coordinator will work with the Wedding Coordinator. The bride must contact the Scheduling Coordinator no later than two months before the wedding to provide the name of the selected Wedding Coordinator. This will allow adequate time for the two individuals to meet and ensure both parties are clear on all policies and procedures associated with the use of Butler Chapel.*

*At your pre-rehearsal consultation with your Wedding Coordinator, most decisions will be made regarding all aspects of the wedding (including placement of attendants, seating of special guests and assignment of*

specific ushers to each mother/grandmother). The couple will be shown the altar area, the waiting and dressing area, and the side courtyard where pictures may be made prior to the wedding. It is acceptable to bring a mother or a friend to assist with these decisions if the couple feels this is helpful. The consultation should last 45 to 60 minutes.

The duties of the Wedding Coordinator will consist of:

- Assisting the minister.
- Meeting with the bride to discuss her plans and establish the positioning of attendants and the seating of parents, grandparents, and honored guests.
- Conduct the rehearsal and finalize the standing arrangements and the processing and recessing of the wedding party.
- Ensure that everyone understands his/her responsibilities and knows exactly what to do.
- Arrive at the church at least one hour prior to the wedding to ensure all is going according to plan.
- Stay until the end of the contracted time for the Chapel to ensure all is left clean, neat, and in place.

Approved Campbell University Wedding Coordinators are listed below. You may contact them using the following number (800)334-4111:

Jennifer Brown	ext. 1540
Deborah Ennis	ext. 1255
Nancy Ezzell	ext. 1380
Nancy Jo Ezzell	ext. 4789
Katrina Martin	ext. 5783
Debbie Temple	ext. 1704
Amanda Matthews	ext. 1830

### **Music**

The Chapel offers an excellent standard of music including an impressive pipe organ and a grand piano. We wish to maintain this standard of excellence in all Chapel events. Care must be given to ensure that weddings held in the Chapel are worship services. The music selected for these services should be sacred, classical and/or contemporary Christian. Rock, pop, some contemporary music, and popular modern music will not be approved. Music must be submitted to and approved by the University.

### **Photographers**

The photographer of your choice should be contacted at an early date. Please ensure that the photographer knows the requirements and/or regulations regarding photography in the chapel. Flash pictures are not permissible during the ceremony. All care should be given to ensure that the photography equipment is as unobtrusive as possible, and out of the flow of traffic areas. The "official" ceremony begins with the seating of the bride's mother and ends when she exits the sanctuary. Time exposures of the ceremony itself may be taken unobtrusively. Specific portions of the service may be recreated for pictures following the completion of the ceremony. The use of floodlights and disruptive equipment are prohibited during the ceremony.

*Arrangements should be made in advance on the times and locations of the photography. Photography shall in no way be disruptive during the ceremony. Photographers must not be present in the chancel area during the ceremony. A written list of all anticipated photography locations and potential shots should be compiled prior to the wedding to allow for quick and ordered completion of photography after the ceremony.*

*Only brides utilizing the Butler Chapel may have their formal bridal portraits made on Chapel grounds. Arrangements should be made in advance with the Wedding Coordinator for a date and time that will not interfere with other Chapel events.*

### **Videography**

*Videographers must follow all guidelines as set forth above for photographers. Videos of the ceremony may be taken from the area of the Sound Room only. Videographers should have all equipment set up in an approved area one-half hour prior to the beginning of the ceremony.*

### **Florist**

*The beauty of the sanctuary makes it unnecessary for elaborate decorations. However, candelabras and decorative arches are permitted but are the responsibility of the florist or the bride. Only dripless or chase candles will be allowed in the sanctuary, and are the responsibility of the florist or bride. Protective floor covering must be used under all candles, regardless of the type. Unity candles must also have protective covering under them.*

*Real flowers may be used. A protective mat/covering should be placed under all potted plants and/or live floral arrangements.*

*No tape, pins, glue, nails, staples or wires may be used on the chairs, windowsills, or chancel. Decorations may be used to mark row reservations, but should be attached using ribbon.*

*No flowers will be permitted on the organ or piano.*

*All decorations to include flowers, ribbons, silk arrangements, potted plants, floor coverings, etc. must be removed immediately following the ceremony (or after the photography session is complete).*

*No confetti, rice, bird seed or live flower petals are to be used in the chapel or on the grounds. Bubbles will be permitted **ONLY** outside of the chapel.*

## **Contacts**

Scheduling Coordinator  
Mr. Doug Jones  
Campbell University  
910-893-1236  
[jones@campbell.edu](mailto:jones@campbell.edu)

Any discrepancy to these policies must be directed in writing to the Chapel Coordination Committee.

**Campbell University**

**The Robert B. and Anna Gardner Butler Chapel**

**Wedding Reservation/Contract Form**

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

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

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_

Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_

Work Ph. \_\_\_\_\_ Fax \_\_\_\_\_

Work Ph. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

\*\*\*\*\*

CU Affiliation-Please Check One:

CU Affiliation-Please Check One:

CU Alumna, Class Year \_\_\_\_\_ CU Student \_\_\_\_\_

CU Alumnus, Class Year \_\_\_\_\_ CU Student \_\_\_\_\_

CU Faculty/Staff \_\_\_\_\_ CU Trustee \_\_\_\_\_

CU Faculty/Staff \_\_\_\_\_ CU Trustee \_\_\_\_\_

CU Presidential Board Member \_\_\_\_\_

CU Presidential Board Member \_\_\_\_\_

CU Advisory Board Member \_\_\_\_\_

CU Advisory Board Member \_\_\_\_\_

Not Affiliated with CU \_\_\_\_\_

Not Affiliated with CU \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

\*\*\*\*\*

Date of Rehearsal \_\_\_\_\_

\*Time of Rehearsal \_\_\_\_\_

Date of Wedding \_\_\_\_\_

\*Time of Wedding \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_

Phone # of Coordinator \_\_\_\_\_

Minister \_\_\_\_\_

Phone # of Minister \_\_\_\_\_

Church \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\*Rehearsal times allotted as follows:

\*Wedding times allotted as follows:

Start Time	End Time
3:00 PM	4:15 PM
4:30 PM	5:45 PM
6:00 PM	7:15 PM
7:30 PM	8:45 PM

Time of Ceremony	Chapel Reserved Time
12:00 PM	10:30 AM – 1:30 PM
*2:00 PM	12:30 PM – 3:30 PM
**4:00 PM	2:30 PM – 5:30 PM
***6:00 PM	4:30 PM – 7:30 PM

- \* Only if no 12:00 PM wedding is scheduled
- \*\* Only if no 2:00 PM wedding is scheduled
- \*\*\* Only if no 4:00 PM wedding is scheduled

**Additional needs: Please request through your wedding coordinator.**

**Fees for Usage of Chapel Facility for Weddings**

- \$ 500 Campbell University students, alumni, faculty, staff and those directly affiliated with Campbell (trustees, board members, advisers, etc.)
- \$1,000 Individuals not affiliated with Campbell University (subject to approval of application - not affiliated individuals are those persons with no direct connection to Campbell.)

This fee includes:

- Three-hour block on day of event
- One and one-quarter hour block on preceding day for rehearsal/decoration of facility
- Scheduling Coordinator’s assistance
- All housekeeping, security personnel, sound technicians and clean-up of facility after removal of decorations and/or all personal items

**Terms and Conditions of Rental of Chapel**

1. Wedding Information Policies and Procedures Manual must be reviewed and signature of this contract indicates compliance with all information contained therein.
2. All furnishings must be returned to their original placement upon completion of event.
3. All University policies must be followed by all parties and guests.
4. All personal items must be removed by the end of the event.
5. Any questions or problems must be reported to the Wedding Coordinator or Scheduling Coordinator.



**I agree to comply with all conditions set forth in the Butler Chapel Policies and Procedures Manual.**

**Print Name** \_\_\_\_\_  
(Bride or Groom)

**Date** \_\_\_\_\_

**Signature of Client** \_\_\_\_\_

**Campbell University Representative: Mr. James O. Roberts**

**Signature** \_\_\_\_\_  
(Mr. James O. Roberts)

**Date** \_\_\_\_\_

**Signature of Scheduling Coordinator** \_\_\_\_\_

**Date** \_\_\_\_\_