

Jefferson County Commission
Prayer Leadership Request

124 E. WASHINGTON ST.
CHARLES TOWN WV 25414
304.728.3284
WWW.JEFFERSONCOUNTYWV.ORG



Requests may be submitted via US mail, drop-off, or by e-mail at info@jeffersoncountywv.org

Name, Title: _____ Today's Date: _____

Mailing Address: _____

Phone # _____ Email: _____

Representing: _____
(fellowship, ministry, congregation, or organization to which you belong)

Address: _____

Date(s) Requested: _____

Signature _____

By my signature above, I certify the information I provided on and in connection with this form is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may result in the denial of my request.

Instructions

- The Commission meets the first and third Thursday of each month – first Thursday meetings begin at 9:30 a.m.; third Thursday meetings begin at 6:00 p.m.
- As with the regular Agenda Request Form, Prayer Leadership Request forms are due by 12:00 p.m. the Thursday prior to the regularly scheduled meeting date. *Example: If a County Commission meeting is scheduled for Thursday, March 16, prayer leadership request forms would need to be received by 12:00 p.m. on Thursday, March 9.*
- Please complete form and provide to staff through one of the methods indicated above.
- Requests are granted on a “first come, first served” basis and determined by the requestor’s availability. Staff will contact requestor to confirm date of appearance.
- To be respectful of the agenda schedule, please keep prayer length to 3 minutes.
- Questions? Please call the office at 304.728.3284 or e-mail info@jeffersoncountywv.org & be sure to provide your contact information.

STAFF USE ONLY
rcvd by _____
on _____
granted – Y/N