



OFFICE OF THE PROVINCIAL DELEGATE
Secular Order of Discalced Carmelites



October 26, 2020

Dear Secular Carmelites,

Please bear with us during this time of transition. This letter contains several important announcements regarding the physical move of the Main Office. We are asking your cooperation to assist us in making it easier.

1) We now have dates for the physical move: the week of November 1-8. As you can imagine, this involves transporting computers, filing cabinets, records, Books of Documents, etc. from Washington, DC to Brighton, MA. **Therefore the Main Office will be closed during that time.** Of course, you may leave a phone message or send an e-mail during that time, but both Loretta and I will be very busy with the move and subsequent setting up of the new Office.

2) The ocdswashmembers@gmail.com account will soon be closed. **Please use ONLY the ocdsmainoffice@gmail.com address going forward.**

3) Due to the transition, and the fact that all communities have not completed their elections yet, we are asking your cooperation in providing the Main Office with a direct means of communication for each of the 150 communities in the Province as soon as possible.

Using the ocdsmainoffice@gmail.com address, **please send two valid e-mail addresses for your community** for the purpose of establishing an up-to-date e-mail address list. Ideally these should be the e-mail addresses of the current President and Formation Director. However, in the absence of those, any two responsible individuals who are willing to check their e-mail often and communicate the information from the Main Office to the community members may serve in these “Community Contact” positions. In your e-mail, **be sure to identify your community by city and state and also provide the names and leadership positions of the two “Community Contact” individuals in your community.**

It will take awhile for this information to be entered into the data base, but this way we will at least have an immediate means of contacting each community going forward. The lines of communication (e-mail, snail mail and phone) to the Main Office will remain open, but we beg your understanding that we may not be able to respond to you quickly (and not at all during the week of November 1-8). Thank you in advance for your cooperation and prayers.

We will get through this!

Sincerely in Carmel,

Fr. Leonard R. Copeland, OCD
OCDS Provincial Delegate