



OFFICE OF THE PROVINCIAL DELEGATE  
Secular Order of Discalced Carmelites



November 17, 2021

Dear Carmelites,

Greetings to all and the peace of the Lord be with you!

As you know, the time for the review and submission of your community's Roster is fast approaching. This year the Main Office will be instituting a new electronic system for this annual process, which will *definitely* make your life much easier and save all concerned a lot of time, energy and money. Some advantages of the new system:

- Communities will have access to their electronic Roster *year-round* and can make necessary edits on an ongoing basis
- The Roster will no longer have to be "submitted" to the Main Office
- Eliminate the need for some forms (listed below\*) to be submitted since communities will now be responsible for making changes to the Roster *themselves* and for keeping records of the important dates of each member's change in status (i.e., Clothing, Promises, obituary, etc.)
- Eliminate the time, energy and cost associated with printing, paper, envelopes and postage

In order to implement this new system, some changes will have to be made and, for this, we need your full cooperation. Because we are using Google Workspace, each community will be required to establish a **community gmail address which the Main Office is providing** and which will be unique to your community. All gmail addresses are uniform in format and include the elements of **ocds + community ID code + @gmail.com**. **To find your community's assigned gmail address, please see the attached list. Gmail addresses are not case sensitive.** (Meaning the email service doesn't distinguish between versions of the address with or without capitalized letters, so long as the spelling is the same.) Of course, when setting up the gmail account, you will choose your own password and designate *only two members in your community* (preferably the President and Formation Director, unless they choose alternatives) who would have access to the gmail account and, thus, the Roster. **The deadline for setting up your community's new account is December 15<sup>th</sup>. Please notify the Main Office once your new community gmail has been successfully established and is operative. Upon notification that your gmail is operative, we will send your community's electronic Roster and Roster instructions to the new community gmail address. Your community's 2022 Roster cannot be accessed, or edited, until you set up your community gmail.** To find out how to set up a new Google email address (which should only take about 10 mins.), go to: <https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/>

***Remember: The two community members that have access to the community's gmail password will have access to the Roster and each will be able to review and edit it on an ongoing basis.*** Therefore the Council should carefully determine who should have access to the password. Passwords to the gmail account can be changed at any time for security purposes ***but the assigned gmail address should never be changed.*** Google Workspace provides the Main Office with a backup copy at all times. In addition, during the month of February, editing privileges will be suspended in order to give the Main Office time to print hard copies of the updated Rosters and ensure that all communities are accounted for and have sent Provincial Dues to the Main Office by Jan. 31st of each year. (Statute 69)

If you have any questions, or need assistance setting up a gmail account, please call Loretta at the Main Office at 617-851-8584, Monday-Friday from 9AM -5PM. Thank you in advance for your cooperation in this matter. I am asking the Lord to bless each of you in this endeavor through the intercession of Blessed Carlo Acutis, Patron Saint of Computers and the Internet. Yours in Carmel,

Fr. Leonard R. Copeland, OCD  
OCDS Provincial Delegate

**\*LIST OF FORMS NO LONGER REQUIRED TO BE SENT TO THE MAIN OFFICE**

- Change of Information
- Extension of First Promise Formation
- Extension of Final Promise Formation
- Notice of Deceased Member (Instead, each community will submit their Necrology to the Main Office by 10/31)
- Leave of Absence
- Extended Member Status
- Transfer Between OCDS Communities

<b>COMMUNITY NAME</b>	<b>ID CODE</b>	<b>ASSIGNED EMAIL ADDRESS</b>
Trumbull	CT-01	ocdsCT01@gmail.com
Brighton-ESP	MA-01	ocdsMA01@gmail.com
Brighton-OLMC	MA-02	ocdsMA02@gmail.com
Danvers-MJ	MA-03	ocdsMA03@gmail.com
Danvers-STA	MA-04	ocdsMA04@gmail.com
Falmouth	MA-05	ocdsMA05@gmail.com
Longmeadow	MA-06	ocdsMA06@gmail.com
Turners Falls	MA-07	ocdsMA07@gmail.com
Concord	NH-01	ocdsNH01@gmail.com
Hudson	NH-02	ocdsNH02@gmail.com
Bridgeton	NJ-01	ocdsNJ01@gmail.com
Cherry Hill	NJ-02	ocdsNJ02@gmail.com
Flemington	NJ-03	ocdsNJ03@gmail.com
Mercerville	NJ-04	ocdsNJ04@gmail.com
Morristown	NJ-05	ocdsNJ05@gmail.com
Parlin	NJ-06	ocdsNJ06@gmail.com
South Plainfield	NJ-07	ocdsNJ07@gmail.com
Amsterdam	NY-01	ocdsNY01@gmail.com
Yonkers	NY-03	ocdsNY03@gmail.com
Cuba	NY-04	ocdsNY04@gmail.com

Dix Hills	NY-05	ocdsNY05@gmail.com
Elmira	NY-06	ocdsNY06@gmail.com
Kenmore	NY-08	ocdsNY08@gmail.com
New Hartford	NY-09	ocdsNY09@gmail.com
New York	NY-10	ocdsNY10@gmail.com
Orchard Park	NY-11	ocdsNY11@gmail.com
Rome	NY-12	ocdsNY12@gmail.com
Saranac Lake	NY-13	ocdsNY13@gmail.com
Schenectady	NY-14	ocdsNY14@gmail.com
Utica	NY-16	ocdsNY16@gmail.com
Barrington	RI-01	ocdsRI01@gmail.com
Essex Junction	VT-01	ocdsVT01@gmail.com
Newark	DE-01	ocdsDE01@gmail.com
Seaford	DE-02	ocdsDE02@gmail.com
Chestertown	MD-01	ocdsMD01@gmail.com
Emmitsburg	MD-02	ocdsMD02@gmail.com
Essex	MD-03	ocdsMD03@gmail.com
Frederick	MD-04	ocdsMD04@gmail.com
Hagerstown	MD-05	ocdsMD05@gmail.com
La Plata-OLMC	MD-06	ocdsMD06@gmail.com
La Plata-SJ	MD-07	ocdsMD07@gmail.com
Towson	MD-09	ocdsMD09@gmail.com
Westminster	MD-10	ocdsMD10@gmail.com
Charlotte	NC-01	ocdsNC01@gmail.com
Raleigh	NC-02	ocdsNC02@gmail.com
Wilmington	NC-03	ocdsNC03@gmail.com

<b>Emmaus</b>	<b>PA-01</b>	<b>ocdsPA01@gmail.com</b>
<b>Dauphin</b>	<b>PA-02</b>	<b>ocdsPA02@gmail.com</b>
<b>Danville</b>	<b>PA-03</b>	<b>ocdsPA03@gmail.com</b>
<b>Erie</b>	<b>PA-04</b>	<b>ocdsPA04@gmail.com</b>
<b>West Chester</b>	<b>PA-05</b>	<b>ocdsPA05@gmail.com</b>
<b>Kittanning</b>	<b>PA-06</b>	<b>ocdsPA06@gmail.com</b>
<b>Latrobe</b>	<b>PA-07</b>	<b>ocdsPA07@gmail.com</b>
<b>Loretto</b>	<b>PA-08</b>	<b>ocdsPA08@gmail.com</b>
<b>Philadelphia-STBC</b>	<b>PA-09</b>	<b>ocdsPA09@gmail.com</b>
<b>Philadelphia-STJ</b>	<b>PA-10</b>	<b>ocdsPA10@gmail.com</b>
<b>Philadelphia-OLMC</b>	<b>PA-11</b>	<b>ocdsPA11@gmail.com</b>
<b>Pittsburgh</b>	<b>PA-12</b>	<b>ocdsPA12@gmail.com</b>
<b>West Reading</b>	<b>PA-13</b>	<b>ocdsPA13@gmail.com</b>
<b>Sugarloaf</b>	<b>PA-14</b>	<b>ocdsPA14@gmail.com</b>
<b>Uniontown</b>	<b>PA-15</b>	<b>ocdsPA15@gmail.com</b>
<b>Willow Grove</b>	<b>PA-17</b>	<b>ocdsPA17@gmail.com</b>
<b>Columbia</b>	<b>SC-01</b>	<b>ocdsSC01@gmail.com</b>
<b>Summerville</b>	<b>SC-02</b>	<b>ocdsSC02@gmail.com</b>
<b>Annandale-SJC</b>	<b>VA-01</b>	<b>ocdsVA01@gmail.com</b>
<b>Annandale-STCJ</b>	<b>VA-02</b>	<b>ocdsVA02@gmail.com</b>
<b>Fredericksburg</b>	<b>VA-03</b>	<b>ocdsVA03@gmail.com</b>
<b>Hampton</b>	<b>VA-04</b>	<b>ocdsVA04@gmail.com</b>
<b>North Chesterfield</b>	<b>VA-05</b>	<b>ocdsVA05@gmail.com</b>
<b>Salem</b>	<b>VA-06</b>	<b>ocdsVA06@gmail.com</b>
<b>Staunton</b>	<b>VA-07</b>	<b>ocdsVA07@gmail.com</b>
<b>Virginia Beach</b>	<b>VA-08</b>	<b>ocdsVA08@gmail.com</b>

Washington-OLMC	DC-01	ocdsDC01@gmail.com
Washington-SJ	DC-02	ocdsDC02@gmail.com
Washington-STBC	DC-03	ocdsDC03@gmail.com
Washington-STCJ	DC-04	ocdsDC04@gmail.com
Charleston	WV-01	ocdsWV01@gmail.com
Bunnell	FL-01	ocdsFL01@gmail.com
Fort Lauderdale	FL-02	ocdsFL02@gmail.com
Fort Walton Beach	FL-03	ocdsFL03@gmail.com
Jacksonville	FL-04	ocdsFL04@gmail.com
Lakeland	FL-05	ocdsFL05@gmail.com
Fort Myers	FL-06	ocdsFL06@gmail.com
Miami	FL-07	ocdsFL07@gmail.com
Punta Gorda	FL-08	ocdsFL08@gmail.com
Ocala	FL-09	ocdsFL09@gmail.com
Palm Bay	FL-10	ocdsFL10@gmail.com
Panama City	FL-11	ocdsFL11@gmail.com
Safety Harbor	FL-12	ocdsFL12@gmail.com
Sanford	FL-13	ocdsFL13@gmail.com
Sun City Center	FL-14	ocdsFL14@gmail.com
Tampa	FL-15	ocdsFL15@gmail.com
Vero Beach	FL-16	ocdsFL16@gmail.com
Chicago	IL-01	ocdsIL01@gmail.com
Des Plaines	IL-02	ocdsIL02@gmail.com
Hampton	IL-03	ocdsIL03@gmail.com
Mundelein	IL-04	ocdsIL04@gmail.com
Peoria Heights	IL-05	ocdsIL05@gmail.com

Quincy	IL-06	ocdsIL06@gmail.com
Rockford	IL-07	ocdsIL07@gmail.com
Indianapolis	IN-01	ocdsIN01@gmail.com
Terre Haute	IN-02	ocdsIN02@gmail.com
Louisville-CS	KY-01	ocdsKY01@gmail.com
Louisville-HS	KY-02	ocdsKY02@gmail.com
Saline	MI-01	ocdsMI01@gmail.com
Ann Arbor-OLV	MI-02	ocdsMI02@gmail.com
Ann Arbor-SJC	MI-03	ocdsMI03@gmail.com
Lapeer	MI-04	ocdsMI04@gmail.com
Detroit	MI-05	ocdsMI05@gmail.com
Gaylord	MI-06	ocdsMI06@gmail.com
Grand Rapids	MI-07	ocdsMI07@gmail.com
Hamburg	MI-08	ocdsMI08@gmail.com
Harrison Township	MI-09	ocdsMI09@gmail.com
Iron Mountain	MI-10	ocdsMI10@gmail.com
Lakeport	MI-11	ocdsMI11@gmail.com
Lansing	MI-12	ocdsMI12@gmail.com
Marquette	MI-13	ocdsMI13@gmail.com
Rudyard	MI-14	ocdsMI14@gmail.com
Sterling Heights	MI-15	ocdsMI15@gmail.com
Swartz Creek	MI-16	ocdsMI16@gmail.com
Traverse City	MI-17	ocdsMI17@gmail.com
Crystal	MN-01	ocdsMN01@gmail.com
Deephaven	MN-02	ocdsMN02@gmail.com
New Brighton	MN-03	ocdsMN03@gmail.com

<b>St. Anthony</b>	<b>MN-04</b>	<b>ocdsMN04@gmail.com</b>
<b>St. Paul</b>	<b>MN-05</b>	<b>ocdsMN05@gmail.com</b>
<b>Spicer</b>	<b>MN-06</b>	<b>ocdsMN06@gmail.com</b>
<b>Stillwater</b>	<b>MN-07</b>	<b>ocdsMN07@gmail.com</b>
<b>Pine Island</b>	<b>MN-08</b>	<b>ocdsMN08@gmail.com</b>
<b>Akron</b>	<b>OH-01</b>	<b>ocdsOH01@gmail.com</b>
<b>Celina</b>	<b>OH-02</b>	<b>ocdsOH02@gmail.com</b>
<b>Cincinnati</b>	<b>OH-03</b>	<b>ocdsOH03@gmail.com</b>
<b>Columbus</b>	<b>OH-04</b>	<b>ocdsOH04@gmail.com</b>
<b>Westerville</b>	<b>OH-05</b>	<b>ocdsOH05@gmail.com</b>
<b>Dayton</b>	<b>OH-06</b>	<b>ocdsOH06@gmail.com</b>
<b>Steubenville</b>	<b>OH-07</b>	<b>ocdsOH07@gmail.com</b>
<b>Toledo</b>	<b>OH-08</b>	<b>ocdsOH08@gmail.com</b>
<b>Wooster</b>	<b>OH-09</b>	<b>ocdsOH09@gmail.com</b>
<b>Green Bay</b>	<b>WI-01</b>	<b>ocdsWI01@gmail.com</b>
<b>Hubertus</b>	<b>WI-02</b>	<b>ocdsWI02@gmail.com</b>
<b>Janesville</b>	<b>WI-03</b>	<b>ocdsWI03@gmail.com</b>
<b>Marshfield</b>	<b>WI-04</b>	<b>ocdsWI04@gmail.com</b>
<b>Frederiksted</b>	<b>VI-01</b>	<b>ocdsVI01@gmail.com</b>