

## IMMACULATE CONCEPTION OFFICE HOURS AND STAFF

### Office Hours

Our office is open on **Monday from 9:00am to Noon, Tuesday from 1:00pm to 7:00PM and Wednesday/Friday from 9:30am to 3:00pm.**

The office will be closed in the case of the holiday long weekends and special dates (e.g. Christmas, Easter). Please refer to the Parish On-line Calendar or the Bulletin, available through our website for these dates.

<https://immaculateconceptionpo.archtoronto.org/>

### Office Staff

- **Ellie LeBlanc – Parish Secretary –**
  - [eleblanc@archtoronto.org](mailto:eleblanc@archtoronto.org)
- **Kathleene Smith – Financial Secretary and Bookkeeper**
  - [ksmith@archtoronto.org](mailto:ksmith@archtoronto.org)
- **Don Biffin - Technology and Office Support**
  - [dbiffin@archtoronto.org](mailto:dbiffin@archtoronto.org)
- **Jean Biffin – Volunteer Coordinator and Office Support**
  - [jbiffin@archtoronto.org](mailto:jbiffin@archtoronto.org)

### CONTACT US:

**Phone : 905-985-7071**

**Main Parish Email: [immaculateconceptionpo@archtoronto.org](mailto:immaculateconceptionpo@archtoronto.org)**