

## IMMACULATE CONCEPTION OFFICE HOURS AND STAFF

### **Office Hours**

Our office is open from **9:30 am to 3:00 pm, Monday/Wednesday and Friday**. The office will be closed in the case of the holiday long weekends and special dates. Please refer to the Parish On-line Calendar, available through our website for these dates.

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

### **Office Staff**

- **Ellie LeBlanc – Parish Secretary**
- **Kathleene Smith – Financial Secretary and Bookkeeper**
- **Don Biffin – Office Assistance, Computer and Website Support**
- **Jean Biffin – Volunteer Co-ordinator and Volunteer Scheduling, Office Assistance**