



ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII
DIOCESE OF HONOLULU
WITNESS TO JESUS

To: Pastors, Parish Administrators, Principals, and School Administrators

From: Msgr. Gary Secor, Vicar General

Date: August 22, 2025

Subject: Oversight and Structure for Real Estate, Diocesan Facilities, and Parish/School Facilities Services

Aloha!

Recently, I have assumed oversight for the real estate, Diocesan facilities, and parish/school facilities departments and functions within the Diocese of Honolulu. I want to take this opportunity to explain how these areas are structured so that you know whom to contact when a need arises, and we can best serve your needs. Collectively, the functions we provide will be called our Asset Management Services Department. Here are how the different functions are organized:

Real Estate & Diocesan Facilities

All real estate matters and Diocesan facilities are handled through our Asset Management Services Department, under the leadership of our Asset Operations Manager, Michael Todd. (email: mtodd@rcchawaii.org, cell phone: 808-585-3333)

Real estate matters can cover a wide range of topics, including:

- Property leases and renewals
- Land or building purchases and sales
- Easements or right-of-way agreements
- Review of property use agreements

Please direct all inquiries to Michael Todd, our Asset Operations Manager, as he can address the majority of topics. For specialized real estate matters, Michael Todd or I will contact Michael Yee, our Real Estate Director, who may be engaged in providing additional expertise as needed. Property and liability insurance matters will continue to be handled by the Diocesan Business Office.

For Diocesan facilities (those directly owned and operated by the Diocese), Michael Todd will oversee maintenance, capital improvements, and coordination with vendors. Any work done by vendors should be initiated through Michael Todd.

Specifically, for Diocesan facilities, Michael Todd supports the following staff for facility and maintenance needs of:

- Sabrina Izaguirre for St. Stephen Diocesan Center (SSDC)
- Brittany Armstrong for the downtown Honolulu Chancery building
- Deacon Keith Cabiles for the King Street Cemetery
- Father Greg Honorio for priest assigned units at One Archer Lane.

Parish & School Facilities

Michael Yee will serve as the Owner Representative for the Cathedral Restoration project and for Maria Lanakila Catholic Church/Sacred Hearts School wildfire rebuilding efforts. For all other parish and school facilities, your first point of contact will be our Facilities Services Advisor, Caven Raco (email: craco@rcchawaii.org, cell phone 808-634-2755)

Examples of parish/school facility matters include:

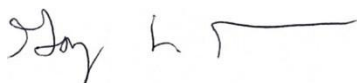
- Routine maintenance and repairs
- Preventive maintenance planning
- Facility safety and security improvements
- Vendor coordination for parish or school buildings
- Building and construction projects
- Coordination of the Diocesan Building and Planning Committee (DPBC)

I understand that there may be times when the issue is not clearly a real estate, Diocesan facility, or parish/school facility matter. If in doubt please contact Michael Todd, the Asset Operations Manager, first. He will review the situation and direct it to the right person.

If you have questions, concerns or feedback about how we assist you in your real estate and facilities needs, please don't hesitate to contact me.

Thank you for your dedication to our parishes and schools and for working together in service to the people of God.

In Christ,



Msgr. Gary Secor
Vicar General
Catholic Diocese of Honolulu