

# Faith Formation HANDBOOK

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## Sacred Heart Church and Maryknoll School



1701 Wilder Avenue | Honolulu, HI | 96822  
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# Content

Welcome Messages	page 3
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---

Purpose	page 6
---------	--------

---

Our Program	page 7
-------------	--------

---

Policies & Procedures	page 11
-----------------------	---------

---

Arrival & Dismissal	page 15
---------------------	---------

---

Health Policy	page 16
---------------	---------

---

Fire and Lockdown	page 16
-------------------	---------

---

Safe Environment	page 17
------------------	---------

---

Meet Your Catechists	page 18
----------------------	---------

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# Welcome From Fr. Ace

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Dear Parents, Families, and Catechists,

As we begin another year of faith formation, I want to remind you of the great mission we share together. Faith is first nurtured at home, in the everyday moments of family life. Parents are the first teachers of the faith, and our parish walks alongside you, supporting the seeds of faith that you are planting in your children.

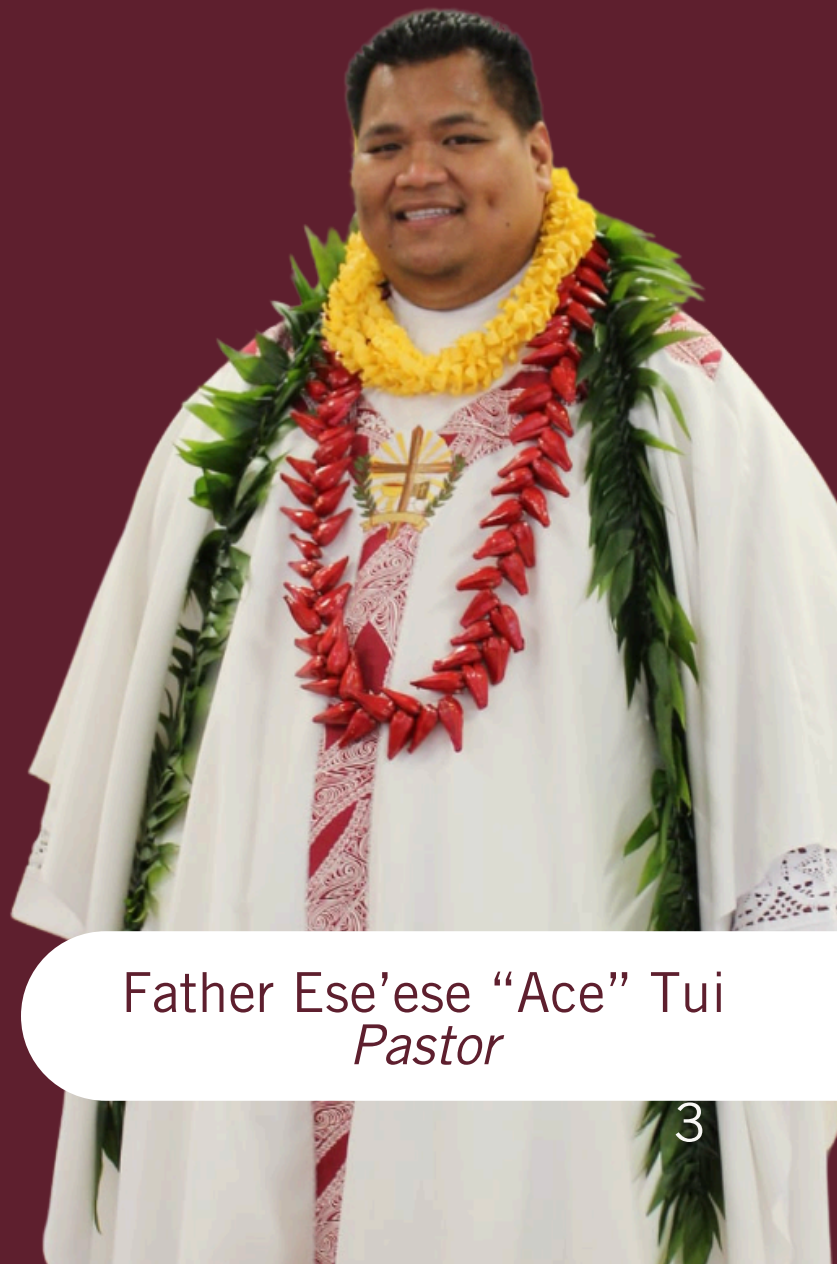
Jesus Himself gave us this mission when He told His disciples: “Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to observe all that I have commanded you” (Matthew 28:19–20). This is not just a command to the apostles, but to all of us who are called to share the faith.

In the Acts of the Apostles, we see how the early Church took this to heart. Entire households were baptized, and formation happened not only in the temple but also around family tables and in homes. It was in these simple, faithful settings that the Church grew strong, one family at a time.

Our parish continues that same mission today. Catechists, thank you for your dedication and love in handing on the faith. Families, thank you for your witness and commitment to raising your children in the love of Christ. Together, may we form disciples who know and love the Lord, and who will carry the Good News into the world.

Let us pray that this year may be filled with grace, joy, and a deepening of faith for all our children, families, and community.

In Christ,  
Father Ace Tui



Father Ese'ese “Ace” Tui  
*Pastor*

# Welcome From Fr. Francis

Aloha to everyone,

I would like to call the journey you are beginning a sacred journey, because it is a journey toward knowing Jesus Christ. I invite you to hold close this simple yet life-changing truth: we are loved by God, and we are created to be loved by God. Our time in OCIA is not merely about learning facts or doctrines—it is about encountering the Living God, who calls each of us by name. As St. Augustine reminds us so beautifully: “You have made us for yourself, O Lord, and our hearts are restless until they rest in you.” This journey is truly one of the heart, leading us to the One who gives life its deepest meaning.

To know Jesus is also to love Him. Knowledge of God is never purely intellectual—it transforms the heart. St. Thérèse of Lisieux wrote: “The goal of life is to love and be loved by God.” Love grows from intimacy, from time spent with Christ in prayer, reflection, and the sacraments. Each step of this journey invites us to grow in love as we grow in knowledge, for to love Jesus is to live in communion with Him and with His Church.

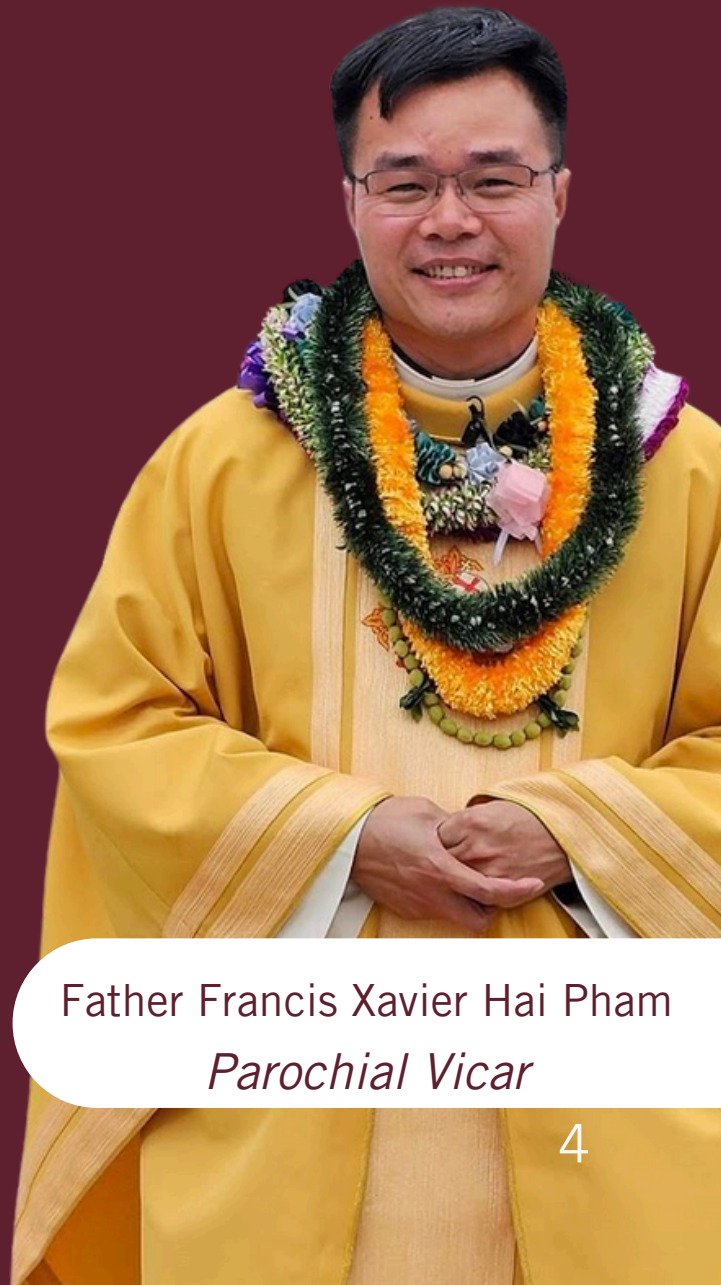
The Scriptures remind us: “We love because He first loved us” (1 John 4:19). This love is both a gift and a vocation—it calls us to open our hearts, surrender our lives, and serve generously. St. Edith Stein, a woman of profound faith and wisdom, once wrote: “The deeper person is drawn into God, the more person must go out of oneself; that is, one must go to the world in order to carry the divine life into it.” And as we go forward, we must never forget that salvation is free, but it is not cheap—for Christ paid the price of our redemption with His very life on the Cross.

Our OCIA journey, then, is not only about preparing for Baptism, First Communion, or Confirmation. It is about embracing the Cross, receiving the love of Christ, and allowing that love to overflow into our lives, families, friendships, and the wider community.

I feel deeply blessed to walk this road with you, to pray with you, and to encourage you. May this journey illuminate our hearts, deepen our faith, and fill our lives with the joy that comes from truly knowing and loving Jesus.

Welcome to our Sacred Heart Parish ‘Ohana. May the grace of Christ guide us, the love of God surround us, and the fellowship of the Holy Spirit inspire us as we grow closer to Him each day.

Yours in Christ,  
Fr. Francis P.



Father Francis Xavier Hai Pham  
*Parochial Vicar*



# WELINA ME KE ALOHA

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Aloha and Welcome to Sacred Heart Church and Maryknoll School!

It is with great joy that I welcome you and your 'ohana to our Faith Formation program. At Sacred Heart, in partnership with Maryknoll School, we are committed to nurturing the faith of our keiki and families through prayer, learning, and community. Together, we walk this journey of discipleship, rooted in the love of Jesus Christ and strengthened by the sacraments.

This year, you and your child will be supported by a dedicated team, including Father Francis Pham, Campus Minister Jarrod Lamouli, our Maryknoll Religion teachers, and our parish catechists.

Together, we will ensure that preparation and formation are happening both at school and in our parish program, so that each child feels connected to Christ and to our faith community.

I encourage you to participate fully, ask questions, and let us know how we can walk with your family. My hope is that this year will not only prepare your child for the sacraments, but also deepen your family's faith and strengthen your connection to Sacred Heart Church.

Mahalo for allowing us to serve you in this important work. May this year be filled with blessings, growth, and many opportunities to encounter Christ together.

Ke Aloha Pumehana,  
Consuelo Gouveia



Consuelo Gouveia  
*Faith Formation Director*

# Parents have the mission of teaching their children to pray and to discover their vocation as children of God. ~ CCC 2226

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## Our Purpose

The teaching of the Catholic Church holds that parents are the primary and most important educators in the faith formation of their children. By enrolling your child in the Fatih Formation program at Sacred Heart Church and Maryknoll School, you are committing to accompany your child on their spiritual journey, helping them build a relationship with Jesus and His Church.

As primary educators of faith, parents should already be following church teachings at home. Our role is to support you as a Catholic parent and assist you in your commitment to raise your children in the traditions of the Catholic Church. Our program aims to supplement and enhance, not replace, the religious education you provide at home. Together, we form a partnership in fostering and developing your child's faith and relationship with God.

The expectations are as follows:

**Weekly Instruction:** We will provide weekly instruction in the faith, which you will reinforce at home.

**Liturgical Opportunities:** We will offer opportunities for your child to experience God in prayer, and you will support this by regularly bringing them to Saturday evening or Sunday Mass.

**Parent Meetings:** We will hold parent meetings, which you will make every effort to attend. Additionally, parent prayer services, retreats, and faith formation classes may be offered throughout the year.

*Working together, we aim to strengthen your child's faith and spiritual growth.*

# Our Program

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## Faith Formation Grades K–12

Meets Sundays 9:30am to 10:45am

At Sacred Heart Church, and Maryknoll School, our Faith Formation program welcomes keiki and their families into a journey of growing closer to Jesus and living out our Catholic faith with joy. We gather on Sundays from 9:30–10:45 AM for engaging, age-appropriate lessons that help children learn about Scripture, prayer, and the sacraments in ways that connect to their daily lives. Afterwards, we come together for the 11:00 AM Mass, where our parish 'ohana worships as one body in Christ. Our program also invites parents to walk alongside their children, creating opportunities for faith to be nurtured both at home and in the wider parish community.



# OCIA

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## Order of Christian Initiation for Adults and Children

Sacred Heart Church and Maryknoll School welcomes all who feel called to join the Catholic faith. If you or a loved one (age 7 or older) is not yet baptized and would like to begin the journey toward receiving the Sacraments of Baptism, Confirmation, and Holy Communion, we are here to walk with you through the Order of Christian Initiation of Adults (OCIA).

### What is OCIA?

The Order of Christian Initiation of Adults (formerly known as RCIA) is the process the Catholic Church uses to form and welcome new members into the faith. OCIA is not simply a class, but a spiritual journey. It provides opportunities to learn about the teachings of the Church, grow in prayer, participate in parish life, and prepare to receive the sacraments. Along the way, participants are accompanied by catechists, sponsors, and the wider parish 'ohana who pray for and support them.

### Who is OCIA for?

- Those who are not baptized and wish to become Catholic through Baptism, Confirmation, and Holy Communion.
- Those already baptized in another Christian tradition who now feel called to full communion with the Catholic Church. They will continue their journey of faith through OCIA, focusing on learning, prayer, and preparation for Confirmation and Holy Communion.

### Session Times:

- Children & Youth (ages 7–17): Sundays at 9:30 AM
- Adults (ages 18+): Sundays at 8:00 AM

***Please note: Children age 6 or younger may be baptized without participating in OCIA.***



# Sacramental Prep

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## **Preparation for Confirmation and First Holy Communion**

At Sacred Heart Church, the preparation for the Sacraments of Confirmation and First Holy Communion is a two-year journey of faith. Children begin their formal preparation the year before they receive the sacraments, allowing time to grow in their understanding of the Catholic faith, deepen their prayer life, and experience the support of the parish community.

To participate, children must already be baptized in the Catholic Church. If your child was baptized at another parish, we ask that you provide a copy of their baptismal certificate. Parents who are not yet members of Sacred Heart Church will need to register with the parish so that the whole family may be connected to the life of the parish 'ohana.

Our program includes Sunday faith formation sessions, participation in weekly Mass, family involvement, and special retreat days to help children and parents prepare their hearts to receive the sacraments with joy.

# Continuing Faith Formation

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## Participation in Faith Formation

All of our classes are open not only to those preparing for the sacraments, but also to fully initiated children and adults—those who have already received Baptism, Confirmation, and Holy Communion. Faith formation is a lifelong journey, and everyone is invited to continue growing in knowledge, prayer, and community.

- **Adults (18+):** Adults who are already Catholic are welcome to participate in the OCIA sessions, where they can enrich their faith alongside those preparing to enter the Church. These gatherings provide opportunities for deeper study of Scripture, Church teaching, and prayer in a supportive setting.
- **Children & Youth:** Children who are already fully initiated are encouraged to join our regular Sunday morning faith formation classes. These sessions help them build a stronger relationship with Jesus, understand how to live their faith daily, and feel connected to our parish 'ohana.

By opening classes to everyone, we affirm that faith is not a one-time event, but a lifelong commitment to walk with Christ and His Church.



# Policies and Procedures

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## Attendance Policy

### **Attendance Requirements:**

Students enrolled in any Faith Formation course must attend all scheduled instruction days and family events. Consistent attendance is crucial to ensure comprehensive understanding and preparation for the sacraments.

### **Allowed Absences:**

- **Instruction Days:** Students may have up to three absences from instructional sessions each year. These sessions help children grow in faith and prepare for the sacraments, so regular attendance is important for their readiness and understanding.
- **Family Events:** Family events are an essential part of Sacrament Prep, building community and shared faith. Students may have only one absence, but regular attendance ensures they fully benefit from these gatherings.

### **Parental Involvement:**

- **Family Events Attendance:** During family events, at least one parent or legal guardian must be present with the child at all times. These events are structured to involve the whole family, reinforcing the role of parents as primary educators in their child's faith journey.
- **Active Participation:** Parents or guardians are encouraged to actively participate in discussions, activities, and reflections during these family events. Their engagement is vital in modeling faith practices and supporting their child's spiritual growth.

# Policies and Procedures

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## Attendance Policy

### Make-Up Sessions:

- **Instructional Absences:** In the event of an absence, it is the responsibility of the student and their parents to notify the Faith Formation Director as soon as possible. Arrangements will be made for make-up sessions or materials to ensure the student does not fall behind.
- **Family Event Absences:** If a family cannot attend a scheduled family event, they should inform the Director in advance. Alternative assignments or activities may be provided to ensure the family remains engaged in the program.

### Commitment to Consistency:

- **Regular Attendance:** Regular attendance and participation are critical for the success of the program and the student's sacramental preparation. Families are expected to prioritize these sessions and events, recognizing their importance in the spiritual formation of their children.
- **Communication:** Open communication with the Faith Formation Director is essential. Families should keep the Director informed of any potential conflicts or issues that may affect attendance, allowing for proactive planning and support.



# Policies and Procedures

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## Attendance Policy

### *For Maryknoll Students ONLY*

#### **Preparation for the Sacraments**

Preparation takes place both in Maryknoll Religion class and through our Faith Formation program. School lessons provide essential instruction, while family events help reinforce learning and strengthen our parish 'ohana.

**Family Events:** Students are required attend all scheduled family events, with a maximum of three absences allowed. Families are also expected to join the Sunday class following each family day to complete the preparation process.

**Support:** Father Francis Pham, Faith Formation Director Consuelo Gouveia, and Campus Minister Jarrod Lamouli work together to ensure sacrament preparation and faith formation happen both in school and during Sunday classes. They are also available to guide students and families, answer questions, and provide support throughout the journey.

**Sunday Mass:** Attending Sunday Mass is a vital part of preparation, helping children and families grow in faith and feel connected to our parish community.

# Policies and Procedures

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## Attendance Policy

**Absence Notification:** After the first absence from a family event, or two consecutive class absences, the Faith Formation Director will send an email to the family to inform them of the attendance issue and to discuss any potential challenges or concerns.

**Excessive Absences:** If a student misses more than two family events, or more than 3 regular class absences this may result in a delay in receiving the sacraments. The Faith Formation Director will work with the family to address the situation and explore possible solutions to ensure the child's readiness for the sacraments.

By adhering to these attendance policies, students and their families will ensure a thorough and meaningful preparation for receiving the sacraments, fostering a deeper connection to their faith and the church community.



# Arrival and Dismissal

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- One parent/guardian (not under 18) should accompany the child to and from the classroom for grades PreK to 8th.
- Drop-off and pick-up your child at the designated spaces for class
- Regular class meetings start at 9:30am and end at 10:45am on assigned Sundays.
- Ensure your child is dropped off before 9:30am, but no sooner than 9:15am. This is to allow your child's catechist to be fully ready to receive your child..
- Pick up your child promptly at 10:45am.
- Be courteous of others' time.

Please contact Teacher and or Faith Formation Director:

- If you will be late in picking up your child
- If someone who is not listed on the child's emergency contact form will be dropping off or picking up the child that day.
- If your child will be leaving class early (notify before class period).

\*\* Parents of children not picked up by 10:45am will be called

NOTE: Attendance at 11am mass is mandatory as one of the major components of this program is for you and your child to attend mass.

# Health Policy

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## **Staying Home When Sick**

Parents should monitor children for symptoms like fever, cough, sore throat, runny nose, fatigue, or nausea. Children with these symptoms, diagnosed contagious illnesses, or exposure to someone sick should stay home.

If a child becomes ill during class, they will be separated, supervised, and parents contacted for pickup. Areas the child touched will be cleaned and disinfected.

These guidelines help keep all students and staff healthy and maintain a safe learning environment.

# Fire and Lockdown Procedures

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**Fire Procedure:** In the event that the fire alarms are activated during Sunday school hours, each classroom has two exit doors. All students, staff, and catechists will depart the facility using the most safe and convenient exit.

Gathering place for students, staff and catechists will be on the school/church parking lot blacktop. In case of a real fire, children will be taken to the Sacred Heart Church Office for parent pick-up.

**In case of lockdown:** Children will be sheltered in the nearest safe location until the all-clear is given by a law enforcement agent. Children will then be taken to the Sacred Heart Church Office for parent pick-up.



# Safe Environment

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The “Policy on Allegations and Incidents of Sexual Misconduct” promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, “Reconciliation, Protection, Accountability”, first published as “To Offer Healing, To Restore Trust”, January 8, 2004. The handbook is available from the Parish.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff Members and Teachers/Catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu. Consistent with diocesan policy, Sacred Heart Church’s Faith Formation Program will conduct Safe Environment training as part of the religious education curriculum. Parents are able to review the Safe Environment Materials prior to the class being taught to the children. Materials are available by visiting the Diocese website [here](#), Diocese Of Honolulu - Children & Youth Safe Environment.

Parents will also be given the safe environment materials at the beginning of the Religious Education school year. Parents who do not wish to have their children participate in this class must state so on the Safe Environment Form. Forms must be submitted a week prior to the student’s Safe Environment Lesson.

# Meet Your Catechists

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Mrs. Jeanine Torres



Mr. Borce Torres



Ms. April Moses



Mrs. Tomi Tangonan



Ms. Kailani Amine



Mrs. Linda Nishigaya



Mr. Derek Nordstrom



Mr. Irwin & Mrs. Irene Lee



Mrs. Maya Nordstrom



# Sacred Heart Church and Maryknoll School

Roman Catholic Church and K-12 Catholic School in the Diocese of Honolulu

## CONTACT INFORMATION

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